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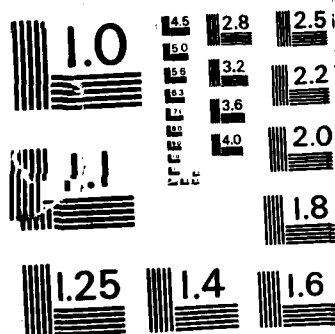
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**HUMAN RESOURCES**

**TASK EVALUATION FORM: DEVELOPMENT PROCEDURES  
FOR NON-EQUIPMENT-ORIENTED TASKS**

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19. ABSTRACT (Continue on reverse if necessary and identify by block number) This document contains procedures for generating on-the-job training, task proficiency assessment instruments for non-equipment-oriented tasks. Application of these Task Evaluation Form (TEF) development procedures to a specific task results in a TEF which can be used by an evaluator to assess a trainee's proficiency at performing that task. The TEF development procedures guide the developer in making decisions related to the evaluation of task performance. Potential performer actions and outcomes are divided into evaluation areas (time/speed, sequence-following, end product, safety, and tools, equipment, and materials use). The TEF development procedures guide the developer in determining which evaluation areas are critical to successful task performance. Every step or event in the task is considered to determine at which points each evaluation area is critical. Once these critical task events or steps are identified, the developer describes exactly what performer actions and outcomes reflect successful task performance. In addition to guiding the developer in identifying and describing critical aspects of task performance, the TEF development procedures also provide instructions for creating an evaluation scenario and for developing a chart for scoring task performance.				
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FOR NON-EQUIPMENT-ORIENTED TASKS

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This publication is primarily a working paper. It is published solely to document work performed.

## SUMMARY

The ability to accurately and objectively assess an individual's level of performance on the job is important to Air Force systems for personnel selection, assignment, training and utilization. Currently the On-the-Job Training (OJT) supervisor is responsible for the evaluation of an individual trainee's task proficiency. Concern has been expressed within the Air Force training community regarding the variability which exists among supervisors in the evaluation of OJT task proficiency. In particular, there exists a lack of standardization with regard to the development of assessment instruments, administration of performance evaluations, the scoring of results and providing feedback.

The Task Evaluation Form (TEF) development procedures were developed and evaluated by Applied Science Associates, Inc. under contract with the Air Force Human Resources Lab/ID (Contract No. F33615-82-C-0004). The TEF Development Procedures allow Subject-Matter Experts (SMEs), without experience or training in assessment methodology, to develop instruments which can be used to assess OJT task proficiency. SMEs apply the Task Evaluation Form Development Procedures to a specific task in order to generate a TEF. Evaluators then use the TEFs to conduct evaluations of OJT task performance. Potential performer actions and outcomes are divided into evaluation areas (Time/Speed, End Product Result, Sequence-Following, Safety, and Tools, Equipment, and Materials Use). The TEF development procedures guide the developer in determining which evaluation areas are critical to successful task performance. The developer considers every step or event in the task to determine at which points an evaluation area should be evaluated. Once critical task events or steps have been identified for evaluation, the developer describes exactly what observable performer actions and outcomes reflect successful task performance. These descriptions are considered performance standards and are entered on the TEF. In addition to guiding the developer in identifying and describing critical aspects of task performance, the TEF development procedures also provide instructions for creating an evaluation scenario and developing a chart for scoring task performance. A task proficiency assessment instrument resulting from application of the TEF development procedures reduces evaluator subjectivity with regard to: setting up the evaluation, selecting aspects of the task for evaluation, making decisions about acceptable outcomes and behaviors, and scoring the evaluation.

The instructions contained in this document are applicable to the development of TEFs for non-equipment-oriented tasks. Instructions for the development of TEFs for maintenance and equipment-oriented tasks are provided in another document: Task Evaluation Form: Development Procedures for Maintenance and Equipment-Oriented Tasks.

## PREFACE

This technical paper was prepared by Applied Science Associates, Inc. (ASA), Valencia, Pennsylvania, under Air Force Contract Number F33615-82-C-0004. Ms. Ronnie E. Warm was the Project Scientist and Director. The project was sponsored by the Air Force Human Resources Laboratory/Training Systems Division, Lowry AFB. The Contract Monitor was Mr. Gerald S. Walker. Captain Richard Dineen was the Technical Contract Monitor until his retirement in July 1984, at which time Major Martin Costellic became the Technical Contract Monitor.

This study is one of a series of related studies under the Systems Integration, Transition, and Technical Support Program. The objective of this program is to provide support for the Advanced On-the-Job Training System (AOTS). Task proficiency assessment instruments are necessary for assessing training on an individual and unit level within the AOTS. However, techniques for performing reliable, valid, and standardized task proficiency evaluations do not exist currently. This document is one major result of the development phase of an exploratory development study that had the purpose of deriving methodology for the development of OJT task proficiency assessment instruments. The procedures contained in this document guide Subject Matter Experts (SMEs) in the construction of task proficiency assessment instruments. The instruments (Task Evaluation Forms) resulting from the application of the procedures can be used by On-the-Job Training (OJT) supervisors to assess trainee proficiency at specific non-equipment-oriented tasks. Procedures for developing assessment instruments for maintenance and equipment-oriented tasks will be published in another document: Task Evaluation Form: Development Procedures for Maintenance and Equipment-Oriented Tasks.

The authors wish to acknowledge the assistance and cooperation of the many individuals who contributed to the completion of this document. From ASA, Rohn J. Hritz and George R. Purifoy, Jr. for their contributions to the initial derivation of the Task Evaluation Form (TEF) development procedures, and their support and ideas throughout the project; Ms. Lisa I. Thocher for her assistance in the data collection and analysis; and the Project Secretary, Mrs. Tammy Mowry. Special thanks are due to Mr. Gerald S. Walker, the Air Force Contract Monitor.

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## INTRODUCTION

### Purpose of the Handbook

This handbook contains instructions for the development of a Task Evaluation Form (TEF). TEFs can be used by On-the-Job Training (OJT) supervisors to evaluate the performance of a specific task; e.g., Building Search (Building 20223, no hostages, one armed suspect), Retraining Application, Final Outprocessing (CONUS to CONUS with no Airman Instruction Codes [AICs]), Mobility Passport Processing. This handbook is used by Subject-Matter Experts (SMEs) to develop a TEF, that can then be used by all evaluators given the responsibility to evaluate performance of that task. The TEF is used for the evaluation of task performance only; it is not meant for use in evaluating job knowledge.

The individual who develops the TEF will probably not be the same person who uses the TEF to evaluate a task. The person using this handbook is called the TEF developer and will be responsible for using the instructions in the handbook to produce a TEF. The evaluator is responsible for using the TEF to evaluate task performance. Thus, the developer is actually providing information that will be used later by an evaluator.

The instructions contained in this handbook will guide the developer in making decisions about what performer actions and outcomes actually reflect successful task performance. Possible performer actions and outcomes are divided into five evaluation areas (time/speed, sequence-following, end product, safety, and tools, equipment, and materials use). The instructions in this handbook guide the developer in determining which areas should be evaluated during task performance. The developer considers every step or event in the task and decides at what point in the task a particular evaluation area should be evaluated. Once critical task events or steps have been identified, instructions are provided for describing successful task performance. These descriptions are considered performance standards or criteria and are entered on the TEF. Later, the evaluator uses this information to decide whether the task has been correctly performed.

In addition to guiding the developer in identifying and describing critical aspects of task performance, the TEF development procedures provide instructions for creating an evaluation scenario and developing a chart for scoring task performance. The evaluation scenario and scoring chart are also entered on the TEF. The evaluator uses the evaluation scenario as instructions for setting up and conducting the evaluation. The scoring chart is also used by the evaluator to score the observed task performance.

A TEF (resulting from the application of the procedures contained in this handbook) describes the following for the evaluator:

1. How to set up the evaluation -- an evaluation scenario is described so that all supervisors, evaluating the same task, will conduct the evaluation in the same manner.
2. What to evaluate -- the task events or steps are designated on the TEF so that all supervisors evaluate the same aspects of task performance.
3. How to evaluate -- the scoring chart eliminates evaluator differences in scoring and assigning pass/fail decisions. A separate score is obtained for each evaluation area based on the number and type of errors that occur during task performance. Explicit criteria for assigning an overall pass/fail decision are also provided.

Examples of completed Task Evaluation Forms are included in Appendix A, along with an overview of the forms.

#### Who Should Use This Handbook

This handbook was designed for use by individuals given the responsibility for developing a TEF for tasks that are not equipment oriented. It contains instructions applicable to tasks performed in non-maintenance Air Force Specialty Codes (AFSCs) and any other tasks that are not equipment oriented.

An alternative handbook AFHRL-TP-85-55 (Task Evaluation Form: Development Procedures for Maintenance and Equipment-Oriented Tasks) contains instructions for equipment-oriented tasks. Individuals from maintenance AFSCs should refer to the Maintenance Handbook. In addition, when a TEF is being developed for a task that is equipment oriented (e.g., clearing or cleaning weapons), most likely the Maintenance Handbook will be applicable regardless of AFSC. The present handbook should be used when a TEF is being developed for tasks that are not equipment oriented.

The developer should be familiar with the task for which the TEF is being developed. In addition, it is helpful if the developer has had the responsibility for training and evaluating in the OJT environment.

## Why Should Task Evaluation Forms Be Used

During the Air Force training experience, an airman is trained in both job skills and knowledge. The evaluation of an airman's proficiency can be divided into two separate types of evaluation: the evaluation of job knowledge and the evaluation of job performance. Job knowledge is typically assessed through written tests. These tests are standardized so that every airman is tested on the same subject matter, in the same way. In addition, a standardized scoring routine is used to score written tests. Thus for written tests, the test content, administration, and scoring are standardized.

This is not the case with the evaluation of job skills, which are assessed through the evaluation of task performance. Evaluation of task performance is not as standardized as is the evaluation of job knowledge. Standardization is lacking in the areas of evaluation instrument development, administration, and scoring. In other words, differences exist among supervisors regarding what is evaluated, how evaluations are conducted, and how evaluations are scored. These three areas of difference are discussed below.

### What is Evaluated

Different evaluators tend to focus on different aspects of performance when assessing task proficiency. One supervisor may evaluate the performer's ability to properly use tools, equipment, or materials. Another evaluator may focus on whether the performer completes the steps in the task in a prescribed sequence. Some supervisors are influenced by factors that are related to the performer (such as neatness of dress, attitude, and motivation), while other supervisors find those types of evaluation factors less meaningful.

### How is the Evaluation Conducted

In addition to focusing on different aspects of the task during the evaluation, evaluators conduct the evaluations in different ways. Some supervisors use the evaluation situation as a training experience for the performer. Supervisors have a tendency to immediately correct the performer when skill deficiencies are observed. This immediate feedback confounds the evaluation process and results, making it difficult to use the evaluation results in meaningful ways.

The evaluation situation is often used as an opportunity to test "systems knowledge" through questions to the performer. During task performance, some evaluators evaluate both knowledge and skills, while other supervisors evaluate only the performer's ability to successfully complete the task (skills).

### How are the Results of the Evaluation Scored

The third area of evaluator differences is in the scoring of the results of the evaluation. There are no standard criteria to define the types and number of errors a performer is allowed to make and still be considered qualified to perform the task. Criteria for scoring an evaluation are also lacking. An evaluator has no means of arriving at a meaningful final score for task performance. This makes it difficult to compare several different performers or to compare the same individual's performance at different points in time.

The ability to accurately and fairly assess an individual's ability to perform a task is important within the OJT system. Currently, the OJT supervisor is responsible for the evaluation of a trainee's task performance.

The use of TEFs will help to ensure that all evaluators, evaluating a task, will:

1. Conduct the evaluation the same way.
2. Evaluate the same performer actions and outcomes.
3. Use the same criteria to decide whether the task was correctly performed.
4. Score task performance the same way.

### Overview of the Task Evaluation Form Development Procedures

Throughout the TEF development process, instructions are provided for entering information onto worksheets. These worksheets are included as a tool for the developer. At the end of TEF development, the information from the worksheets will be transferred onto the TEF. Only the resulting TEF is used by the evaluator.

The development process is organized around the completion of nine worksheets. The handbook provides instructions for completing each worksheet as follows:

1. Worksheet 01 Defining the Task.
2. Worksheet 02 Listing the Task Steps.
3. Worksheet 03 Evaluation of Time or Speed of Task Performance.
4. Worksheet 04 Evaluation of Sequence Following.
5. Worksheet 05 Evaluation of End Product.
6. Worksheet 06 Evaluation of Safety Procedures and Regulations.
7. Worksheet 07 Evaluation of Tools, Equipment, and Materials Use.

8. Worksheet 08 Evaluation Scenario.
9. Worksheet 09 Scoring Criteria.

Worksheets 01 and 02 describe the task that is to be performed for the evaluation. Worksheets 03 through 07 describe the aspects of task performance that should be evaluated. Worksheet 08 contains the description of the evaluation scenario, and Worksheet 09 describes how task performance should be scored.

For each worksheet, the following general information is provided:

1. An overall explanation of the information that will be entered.
2. The purpose of the information from the evaluator's point of view.
3. Examples of completed worksheets for two tasks.

In addition, specific instructions are provided for completing each individual item on the worksheets. These instructions include directions for selecting the appropriate information and guidelines for entering that information.

### Getting Started

To get started, the developer should have a specific task in mind. Once a task has been selected, the developer begins with the Task Scenario.

Blank worksheets are contained in Appendix B. Before TEF development, it will probably be necessary to make extra copies of the worksheets.

## TASK SCENARIO

### Explanation

TEF development is dependent on a concise list of the steps that are done to complete the task. However, the way many tasks are performed can be affected by the variables or conditions which exist at the time of task performance so that every time the task is performed, it is different from every other task performance. It becomes difficult to describe beforehand specifically what the performer does to complete the task, unless certain conditions or variables are defined. Without further definition, the steps for general tasks cannot be described unless a long list of IF-THEN-type statements are used.

The task scenario is used to further define a general task so that the task steps can be defined. The task scenario actually describes the example or version of the task which will be evaluated with the TEF under development. Several different task scenarios can be described for the same general task. A separate TEF can then be developed for each task scenario. For example, many different versions of a Final Outprocessing or Building Search could be derived.

### Purpose

When the task scenario is defined, it becomes part of the task title. The task scenario describes for the evaluator exactly what version of the task should be evaluated with this particular TEF.

### When Is It Necessary to Define a Task Scenario

It is not necessary to define a task scenario for every task. A task scenario should be defined when the information in the task title does not provide enough information about the task to be evaluated. Remember, when you define a task scenario, it becomes part of the task title.

If you cannot describe exactly what is done to perform the task, then most likely a task scenario is needed to help define the task. For example, an experienced performer could describe exactly what someone does to perform the following tasks:

1. Guardmount.
2. Preparing a retraining application.
3. Mobility passport processing.
4. Request for missing autodin.

5. Record review.
6. Update of a training allocation.

On the other hand, an experienced performer might have a difficult time describing what someone does to perform the following general tasks:

1. Final outprocessing.
2. Burglary.
3. Building search.
4. Request for manning assistance.
5. Removing a promotion.

These tasks need more specific definition before they can be described. The task scenario is used to provide task definition that is more specific than the general task title.

In order to determine when a task scenario is necessary, ask yourself the following questions:

1. Are the same procedures followed every time the task is performed?
2. Can the task steps be described without using a long series of IF-THEN-type statements?
3. Can you describe specifically what the performer should do to complete the task - without further task definition?

If you answered "no" to any of the questions, you should probably create a task scenario.

#### Describing a Task Scenario

The task scenario should describe the specific version of the task to be evaluated with the TEF about to be developed.

The task scenario does not have to be lengthy. You should include enough information to define the task for the evaluation. It should be possible to generate a list of the task steps based on your task scenario.

#### Examples of Variables and Conditions

Some examples of variables and conditions which might be part of a task scenario are listed below:

### Security Police/Law Enforcement

Time of day (daylight or night time)  
Location  
Hostages  
Property involved  
Suspects (description)  
Vehicles  
Presence of other people  
Casualties  
Contamination  
Classified materials  
Restricted area  
Other emergency situations

### Personnel or Administrative

Personal (marital status, grade, dependents)  
Geographic (place of relocation, TDY)  
Training (PME, professional courses)  
Eligibilities (promotion, retraining)  
Medical (immunization, history)  
Dates (reenlistment, separation)  
Security status  
Assignment availability  
Education  
Airman Instruction Codes  
Recommendations

### Examples of Task Scenarios

#### Personnel

Final outprocessing: CONUS to CONUS, no AICs  
Removing a projected promotion: based on non-recommendation  
Request for manning assistance: shortage exists  
Preparing a DESIRE: a simple DESIRE with four extra variables

### Security Police/Law Enforcement

Application and removal of ratchet type of handcuffs:  
against a wall, suspect does not struggle  
  
Building search: search building X for one armed suspect,  
no hostages or other personnel in building, daylight

The task scenario will actually become part of your task title. Later, you will enter the task title on Worksheet 02.

Now that you have defined the task scenario, you should go on to Worksheet 01: Listing the Task Steps.

## WORKSHEET 01: LISTING THE TASK STEPS

### Overview

#### Explanation

In order to develop a TEF, a list of the steps in the task is necessary. The steps in the task are simply what someone does to perform the task. The development procedures provide instructions for the development of a TEF; they do not provide instructions for generating a list of the task steps. You are expected to obtain the list from another source and enter the steps on Worksheet 01.

#### Purpose

You (the developer) will refer to the task steps throughout the TEF development process. Later, you will actually be describing acceptable performance for many of the steps.

When the list is transferred to the TEF, the evaluator will use the task steps as a reference point during the actual evaluation.

#### Completing Worksheet 01

To complete Worksheet 01, you will:

1. List the steps on Worksheet 01.
2. Number the steps.

#### Examples of Worksheet 01

Examples of completed Worksheet 01 are shown in Figures 1 and 2.

Worksheet 01: Task Steps	
Task: Building Search Developer: Sample	
Column A: #	Column B: Step Description
1	Notify all posted patrols of emergency.
2	Dispatch patrols.
3	Designate on-scene commander.
4	Establish command post.
5	Set up patrols at strategic locations.
6	Seal access roads.
7	Observation of building.
8	Go through Building 20222.
9	Observation.
10	Go across landing between buildings.
11	Go past windows.
12	Observation of entry window.
13	Open entry window.
14	Observation of entry room.
15	Search entry room.
16	Secure N end of 2 floor.
17	Secure N stairway.
18	Secure S end of 2 floor.
19	Secure S stairway.
20	Search and clear office to right of S stairs.
21	Room-to-room search of 1 floor.

Figure 1. Example of Completed Worksheet 01:  
Building Search.

Worksheet 01: Task Steps	
Task: Mobility Passport Processing      Developer: Sample	
Column A: #	Column B: Step Description
1	Review completed DSP 11.
2	Review completed DD Form 1056.
3	Review proof of citizenship; accept or reject.
4	Enter info. from ID card on DSP 11.
5	Ensure individual signs back of pictures.
6	Affix one picture to the DSP 11.
7	Swear individual in.
8	Ensure individual signs DSP 11.
9	Attach DSP 11, second picture, proof of citizenship, DD Form 1056.
10	Mail package to State Department.
11	Suspense DD Form 1056 for 75 days.

Figure 2. Example of Completed Worksheet 01:  
Mobility Passport Processing.

## Columns A and B Step Number and Description

### Sources of Task Steps

Some recommended sources of task steps are:

1. Task analyses (e.g., Automated Task Analysis Authoring Aid)
2. Technical orders
3. Work cards
4. Checklists
5. OJT manuals

### Criteria for Task Steps

1. Task steps should be written in the same order they are usually performed.
2. Task steps should be written in easy-to-understand terms.
3. Task steps should not be lengthy.
4. Task steps should simply describe what someone does to perform the task.
5. Task steps should not describe how someone performs the task (they should not describe standards or criteria for acceptable performance; these will be described later).
6. Task steps should be numbered so they can be referred to by number as the worksheets are completed.
7. Task steps should be in accordance with approved technical data.

### Guidelines for Entering Task Steps

The task steps should be entered on Worksheet 01. Be sure to number the steps.

When one of the task documentation sources (e.g., Regulations, E.S.B.I's, checklists, etc.) contain an acceptable list of task steps, you do not have to rewrite all of the steps. Instead, you should:

1. Review the documentation source.
2. Check the list, to make sure it is complete.
3. Check the list, to make sure the steps are easy to understand.

4. Make any necessary changes.
5. Number the task steps.
6. Attach the list to Worksheet 01.

## CAN THE TASK BE EVALUATED BY A TASK EVALUATION FORM?

### Overview

#### Explanation

The purpose of this discussion is to determine if the task of interest can, in fact, be evaluated by a TEF. If not, then it makes no sense to continue with the remainder of this handbook. Three evaluation methods will be discussed. If none of these methods can be used to evaluate the task of interest, then you should abandon the development of the TEF and select another task. Again, the purpose of this step is not to select the "best" method of evaluation, but simply to determine if the task of interest can be evaluated using any or all of the three methods discussed below. There is no worksheet associated with this discussion.

#### Discussion of Evaluation Methods

There are basically three ways to conduct an evaluation with a TEF:

1. Method 1. Use Actual Job Environment. The evaluation can be conducted as the task is actually performed in the job environment. For example, to evaluate the Guardmount task, the evaluator would wait until a Guardmount occurred. The performer and the evaluator would go to the flight, and the performer would perform the Guardmount task, while the evaluator observed.

This method is appropriate when the task occurs frequently in the job environment, and the evaluation of task performance does not interfere with successful completion of the task.

2. Method 2. Use "Rigged" Task Scenario. The second method is to create a task scenario that would present the desired task. If the task occurs too infrequently to wait for the task to be performed in the job environment, it might be more convenient to "rig" a task scenario. For example, some tasks with very specific variables (e.g., Search Building X for one armed suspect, no hostages, daylight or Prepare request for designated move of dependents to foreign country of origin) do not occur often in the job environment. Method 2 is appropriate for this type of task. Method 2 is also used when a task cannot be evaluated in the job environment because the evaluation would interfere with task performance (e.g., actual handcuffing of a suspect or response to a real burglary).

Method 2 is appropriate when the desired task scenario can be created and presented to the performer and when rigging the desired task scenario will not create a hazardous situation.

3. Method 3. Use Trainer or Simulator. If the task of interest does not occur frequently in the job situation and the situation cannot be "rigged" because "rigging" will create a hazardous situation, then the only alternative is to evaluate the task on a simulator or trainer.

This method is appropriate when a trainer or simulator is available and the task can be presented on the trainer or simulator.

The purpose of this step in the process is to determine if any of these evaluation methods can be used. It is not to select one method, but only to assure yourself that the task of interest can be evaluated by one of the three methods.

#### Determining Possibility of Evaluation With a TEF

To determine if the task under consideration can be evaluated using a TEF, ask yourself the following questions:

##### Questions on Method 1

1. Is the task under consideration performed frequently in the job environment?

NO - Go to Method 2.

YES - Go to the next question.

2. Will the evaluation of task performance interfere with successful completion of the task?

NO - Method 1 will probably be appropriate. You will select the best method later.

YES - Go to Method 2.

##### Questions on Method 2

1. Is it possible to "rig" the situation to present the desired task?

NO - Go to Method 3.

YES - Go to the next question.

2. Is it possible to "rig" the situation without creating a hazardous situation?

NO - Go to Method 3.

YES - Method 2 will probably be appropriate. You will select the best method later.

### Questions on Method 3

1. Is a trainer or simulator available?

NO - It is probably not possible to evaluate the task under consideration by an over-the-shoulder evaluation. A TEF cannot be developed for this task.

YES - Go to the next question.

2. Can the task be presented on the trainer or simulator?

NO - It is probably not possible to evaluate the task under consideration by an over-the-shoulder evaluation. A TEF cannot be developed for this task.

YES - Method 3 will probably be appropriate. You will select the best method later.

Based on your answers to the questions, make a decision about the possibility of evaluating the task with a TEF. In general, if the task is performed frequently in the job environment, there will be no problem. However, if the task occurs infrequently, the situation cannot be "rigged," and a trainer is not available, then it is probably not worthwhile to continue with the rest of the TEF development procedures.

If your decision is that the task cannot be evaluated by any of the three methods, then record a note on Worksheet 01. You should simply state, "This task cannot be evaluated by any of the three over-the-shoulder evaluation methods." You should select another task.

If your decision is that the task can be evaluated, go to Worksheet 02, and a specific method of evaluation will be selected later. You cannot select a specific method now since you need more information about what should be evaluated during task performance.

## WORKSHEET 02: DEFINING THE TASK

### Overview

#### Explanation

The first step in TEF development is to define the particular task for which the form is being developed. Individual TEFs will probably be developed for many tasks. Therefore, a description of the task that should be evaluated with the TEF you are about to develop is necessary. The task title may not provide enough information to completely identify the task to be evaluated. You will identify exactly what steps or events should be considered part of the task for evaluation purposes. In addition, when there are multiple performers, you will specify which performer should be evaluated with this TEF.

#### Purpose

In order to conduct fair evaluations, it is important that all evaluators have the same idea about what is to be included in the evaluation. Worksheet 02 outlines the task to be evaluated. The information on this worksheet tells the evaluator exactly what steps or parts of the overall task should be included in the evaluation; i.e., what steps in the task the performer is responsible for.

#### Completing Worksheet 02

In order to complete Worksheet 02, you will enter the following information:

1. Line A AFSC/Duty Position or Work Center.
2. Line B Task Title.
3. Line C Task Beginning.
4. Line D Task End.
5. Block E Steps or Events not Included in the Evaluation.
6. Block F Source Title and Identification.

#### Examples of Worksheet 02

Examples of completed worksheets are shown in Figures 3 and 4.

Worksheet 02: Task Definition	
Task: <u>Building Search</u>	Developer: <u>Sample</u>
Line A AFSC/Duty Position: <u>Security Police, lead member search team</u>	
Line B Task Title: <u>Building Search (20233, no hostages, one armed suspect)</u>	
Line C Task Beginning: <u>As performer begins observation of building</u>	
Line D Task End: <u>When first floor has been searched and secured</u>	
Block E Steps or Events not Included in the Evaluation	
<u>Steps 1 through 6</u>	
<u>Apprehension of the suspect</u>	
Block F Task Information Sources	
<u>Title</u>	<u>Date</u>
<u>Educational Subject Block Index D-10</u>	<u>1 May 1981</u>

Figure 3. Example of Completed Worksheet 02: Building Search.

Worksheet 02: Task Definition													
Task: Mobility Passport Processing	Developer: Sample												
Line A AFSC/Duty Position: Personnel, Outbound													
Line B Task Title: Mobility Passport Processing													
Line C Task Beginning: When member brings completed forms to office													
Line D Task End: When DD Form 1056 is suspended													
Block E Steps or Events not Included in the Evaluation Member completes DSP11 and Form 1056     													
Block F Task Information Sources  <table border="1"> <thead> <tr> <th>Title</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>AFR 30-4</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>		Title	Date	AFR 30-4									
Title	Date												
AFR 30-4													

Figure 4. Example of Completed Worksheet 02: Mobility Passport Processing.

## Line A AFSC/Duty Position or Work Center

### Explanation

On Line A you will enter the AFSC and duty position or work center for which the TEF is being developed.

### Purpose

The AFSC provides general information regarding who should be evaluated. The duty position or work center further defines the performer's role for the evaluator. Often several individuals or agencies are responsible for completing different parts of a task. However, it is not always possible to evaluate everyone involved in the completion of a task with the same TEF. The duty position or work center is used to define the role of the performer for the evaluator. In other words, the duty position or work center will tell the evaluator who should be evaluated with this particular TEF.

When the task is a team task, the duty position will specify the member of the team who should be evaluated with this TEF.

When several agencies are responsible for different parts of a task, the work center will specify who should be evaluated with this TEF.

### Guidelines for Entering AFSC and Duty Position

Simply enter the AFSC and duty position or work center in Block A. You do not have to include a work center or duty position for every task. You should include either the duty position or work center for tasks that usually require more than one person for completion.

Some examples of duty positions and work centers are:

#### 1. Security Police/Law Enforcement

- a. On-scene commander
- b. Flight chief
- c. Desk supervisor
- d. Lead member search team
- e. Dispatcher

#### 2. Personnel

- a. Customer service
- b. Manning assistance
- c. Outbound

- d. Promotions
- e. Classification and training
- f. Records
- g. Airman Performance Report/Officer Effectiveness Report (APR/OER)

### Line B Task Title

#### Explanation

On Line B you will enter the title of the task, including specific variables from the task scenario when applicable.

#### Purpose

When the evaluator is ready to evaluate the performance of a particular task, the appropriate TEF can be found by checking the title.

#### Guidelines for Entering Task Title

Enter the task title in Block B. Be sure to include the information from the task scenario (when applicable).

Some examples of task titles are shown below:

1. Security Police/Law Enforcement
  - a. Guardmount
  - b. Application and removal of ratchet-type handcuffs against a wall, suspect doesn't struggle
  - c. Building Search: building X, one armed suspect, no hostages, daylight
  - d. Establish cordon area XTZ
2. Personnel
  - a. Preparing a retraining application
  - b. Mobility passport processing
  - c. Request for missing autodin
  - d. Removing a projected promotion based on non-recommendation
  - e. Final outprocessing CONUS to CONUS, no Assignment Instruction Codes (AICs)

### Line C Task Beginning

#### Explanation

The task beginning is the exact point at which the evaluation of task performance begins. For instance, if the task to be evaluated requires a lengthy set-up procedure and the set-up procedure is considered a whole different task, then the evaluation would begin after the set-up procedure had been completed.

#### Purpose

The information on Line C will tell the evaluator when to begin the evaluation.

#### Guidelines for Entering Task Beginning

Enter the task beginning in Block C of Worksheet 02.

You can enter a task step number or a performer action or event which the evaluator can observe.

Some examples of acceptable entries are shown below:

##### 1. Security Police/Law Enforcement

- a. As the performer positions suspect.
- b. When patrols are dispatched.
- c. As performer gives command, "FALL IN."
- d. Step 4.

##### 2. Personnel

- a. When request is received.
- b. When member brings completed forms to office.
- c. As letter is selected.
- d. Step 3.

### Line D Task End

#### Explanation

The task end is the exact point at which the evaluation of task performance ends.

### Purpose

The information on Line D tells the evaluator when to end the evaluation.

### Guidelines for Entering Task End

Enter the task end in Block D.

You can enter a step number or a performer action or event that the evaluator can observe.

Some examples of acceptable entries are shown below:

#### 1. Security Police/Law Enforcement

- a. When suspect is uncuffed.
- b. When the suspect is found.
- c. After the performer gives command, "FLIGHT ATTENTION."
- d. After Step 14.

#### 2. Personnel

- a. When letter is sent back to appropriate headquarters.
- b. When DD Form 1056 is suspended.
- c. When Permanent Change of Station (PCS) orders are amended.
- d. When output is accepted by performer.

### Block E Steps or Events Not Included in the Evaluation

### Explanation

You have already described the duty position or work center of the person who should be evaluated with this TEF. Now you should describe those parts of the task for which the performer should not be held responsible and which should not be evaluated.

Steps or events should not be included in the evaluation when:

1. The steps or events should be completed by someone other than the performer.
2. The steps or events are actually part of another separate task and should be evaluated with a different TEF.

For example, many administrative tasks involve the inclusion of several forms in a package or a folder. Often the completion of each

form is considered a separate task and thus would be evaluated with a separate TEF. The performer would not be evaluated on completing each form, but would be evaluated as to whether each form was included in the final package. An administrative task which includes parts that the performer is not responsible for is preparing a Request for Designated Move of Dependents to a Foreign Country. During the performance of this task, the performer would not be evaluated on filling out the Form 1466 or the PCS orders (other individuals or agencies would be held responsible). The performer would be evaluated on whether those items were included in the final package.

Another example of a task that overlaps into other tasks is a building search. During a building search task, the apprehension and handcuffing of the suspect would not be included in the evaluation. The apprehension and handcuffing of a suspect is considered a separate task and would be evaluated with another TEF.

### Purpose

Block E describes for the evaluator the parts of the task that the performer is not responsible for. This tells the evaluator not to evaluate the performer on these parts.

### Finding Steps or Events Which Should Not Be Evaluated

Think about the task, and ask yourself the following questions:

1. Are there any parts of the task for which the performer should not be responsible?
2. Are there any parts of the task that should be performed by someone else (e.g., by the evaluator or another member of the team)?
3. Are there any parts of the task that are really another task?
4. Are there any parts of the task that should be evaluated by a different TEF?

### Guidelines for Entering Steps or Events Which Should Not Be Evaluated

Enter the steps or events that should not be evaluated in Block E. You should make your entries by step number or by describing the events.

Some examples of steps or events that should not be evaluated (from several tasks) are shown below:

1. Security Police/Law Enforcement

- a. Dispatcher duties.
- b. Outside surveillance.
- c. Maintaining the cordon.
- d. Apprehension of the suspect.
- e. Steps 1 through 4.

2. Personnel

- a. Completing PCS order and Form 1466.
- b. Monitoring incoming allocations.
- c. Completing forms DSP 11 and 1056.
- d. Member's cooperation.
- e. Steps 7, 10, and 11.

Block F Source Title and Identification

Explanation

In Block F, you should list any task information sources you plan to use to develop the TEF.

Purpose

The evaluator can check your sources to make sure they are up to date.

Selecting Task Information Sources

Now that you have defined the task, you should select any relevant information about the task. You will be using this task information as a reference or documentation source during the development of the TEF. The task information should be up to date and include the following:

- 1. Task steps and sequences of steps.
- 2. Tools, equipment, and materials used.
- 3. Applicable procedures and regulations.

Some relevant sources of task information to consider are:

- 1. Educational subject-block indexes.
- 2. Air Force regulations.

3. OJT manuals.
4. Occupational survey data.
5. Logistical support analysis data.

Review all of the available information sources, and decide which sources provide the most complete information. Select the task information sources that you will use to develop the TEF.

Guidelines for Entering Task Information Sources

Enter the titles and the date of your sources in Block F. If you are entering Air Force regulations, write the date of the latest change.

YOU ARE NOW READY TO GO ON TO WORKSHEET 03.

## WORKSHEET 03: EVALUATION OF TIME OR SPEED OF TASK PERFORMANCE

### Overview

#### Explanation

The evaluation of time or speed of task performance is the evaluation of the amount of time the performer is allowed to complete a task or part of a task. One of the indications of successful task performance may be whether the performer completes the task or part of a task within a specified time period.

NOTE: Meeting suspense is not included here. It will be included under Evaluation of End Products.

#### Purpose

The information you enter on Worksheet 03 will describe for the evaluator:

1. Exactly when in the task the time or speed of task performance should be evaluated.
2. The amount of time which is acceptable.

The evaluator uses this information to decide whether the task or parts of the task were performed in the correct amount of time.

#### Completing Worksheet 03

In order to complete Worksheet 03, you will enter the following information:

1. Column A Critical Segments.
2. Column B Starting Point.
3. Column C Stopping Point.
4. Column D Standard.

#### Examples of Worksheet 03

See Figures 5 and 6 for examples of completed Worksheet 03.





## Column A Critical Segments

### Explanation

In Column A you should enter the critical segments. The critical segments are those steps or series of steps in the task where the time or speed of task performance should be evaluated.

### Purpose

The list of critical segments tells the evaluator when to evaluate the time or speed of performance.

### Finding Critical Segments

Time or speed of performance can be evaluated for:

1. A step in the task.
2. A series of steps in the task.
3. The whole task.

Time or speed of performance may not be applicable to the task under consideration.

You should decide, by using the criticality questions included in this section, where in the task time or speed of performance should be evaluated. You should go through each step in the task and ask yourself, "Will any of the following occur if this step or series of steps is not performed within some time period?"

1. Injury to personnel.
2. Damage or loss of equipment or resources.
3. Performer required to redo the task or part of the task.
4. Co-worker (working with the performer on the same task) delayed in initiating or completing a task segment.

REMEMBER THAT TIME OR SPEED OF PERFORMANCE SHOULD ONLY BE EVALUATED WHEN IT IS CRITICAL ACCORDING TO THE CRITICALITY QUESTIONS.

### Guidelines for Entering Critical Segments

The critical segments should be entered in Column A of Worksheet 03. Use the appropriate guideline from the list below.

1. If time or speed of performance is not applicable to the task, enter N/A in Column A. Go on to Worksheet 04.
2. If time or speed of performance should be evaluated for a step, enter the step number (e.g., 3, 5, 7, 9).
3. If time or speed of performance should be evaluated for a series of steps, enter the first step number through the last step number (e.g., 2 through 6, 8 through 11).
4. If time or speed of performance should be evaluated for the whole task, enter the first step number through the last step number (e.g., 1 through 36, 1 through 29).

### Column B Starting Point

#### Explanation

The starting point is the exact point at which the evaluator should begin timing performance. A starting point should be described for every critical segment listed in Column A.

#### Purpose

The starting point tells the evaluator exactly when to begin timing the performer. In order to conduct fair and accurate evaluations, it is important that all evaluators who use the TEF begin timing performance at the same point in the task.

### Guidelines for Entering Starting Point

Your description of the starting point should be entered in Column B of Worksheet 03.

1. You should describe the event or performer action that would signal the evaluator to start timing task performance. The event or performer action which you describe must be clearly observable to the evaluator.
2. Your description should be brief, but provide enough information so that the evaluator knows when to start measuring time.

3. You may want to start your description with one of the following phrases:

- a. Begin when.
- b. Begin as.
- c. Begin after.

REMEMBER, YOUR DESCRIPTION SHOULD TELL THE EVALUATOR EXACTLY WHEN TO BEGIN TIMING PERFORMANCE.

Some examples of acceptable entries from various tasks are:

- 1. Begin when performer receives request.
- 2. Begin when patrols are dispatched.
- 3. Begin when Form XYZ is initialed.

### Column C Stopping Point

#### Explanation

The stopping point is the exact point at which the evaluator should stop timing performance. A stopping point should be described for each critical segment listed in Column A.

#### Purpose

The stopping point tells the evaluator exactly when to stop timing the performer. In order to conduct fair and accurate evaluations, it is important that all evaluators using the TEF stop timing performance at the same point in the task.

#### Guidelines for Entering Stopping Point

The stopping point should be entered in Column C of Worksheet 03.

1. You should describe the event or performer action that would signal the evaluator to stop timing performance. The event or performer action you describe should be clearly observable to the evaluator.

2. Your description should be brief, but should provide enough information so that the evaluator knows when to stop measuring time.

3. You may want to start your description with one of the following phrases:

- a. Stop when.
- b. Stop as.
- c. Stop after.

REMEMBER, YOUR DESCRIPTION SHOULD TELL THE EVALUATOR EXACTLY WHEN TO STOP TIMING PERFORMANCE.

Some examples of stopping points from various tasks are:

- 1. Stop when response is complete.
- 2. Stop when cordon is established.
- 3. Stop when Form XYZ is sent to Headquarters.

#### Column D Standard

##### Explanation

The standard is the amount of time that is acceptable to perform each critical segment. A standard should be entered for each critical segment listed in Column A.

##### Purpose

The evaluator will use the standard to decide whether the critical segment was performed in an acceptable amount of time.

##### Guidelines for Entering Standard

Enter the standard in Column D of the worksheet.

Standards can be written in several different formats. Select the best format and fill in the appropriate numbers.

- 1. As a single value (e.g., 10 minutes, 15 minutes).
- 2. As a range of time. When you specify a range of time, this means the time for performance must fall within that range (e.g., 10 to 12 minutes, 15 to 20 minutes).

3. As a minimum amount of time (e.g., at least 10 minutes, at least 20 minutes).

4. As a maximum amount of time (e.g., no more than 10 minutes, no more than 20 minutes).

YOU ARE NOW READY TO GO TO WORKSHEET 04.

## WORKSHEET 04: EVALUATION OF SEQUENCE-FOLLOWING

### Overview

#### Explanation

The evaluation of sequence-following is the evaluation of the order of task performance. Specifically, the evaluation of sequence-following involves the order in which the steps in the task are performed. Sometimes, it may be important to perform a step or a sequence of steps only after another step is performed. Successful task performance could be prevented if the performer does not follow a prescribed order.

#### Purpose

The information from Worksheet 04 describes for the evaluator the order in which the steps in the task should be performed. The evaluator uses this information to decide whether the steps were performed in the correct order.

#### Completing Worksheet 04

To complete Worksheet 04, you will enter:

Block A Series of steps in the task that must be performed in order.

Block B Single steps in the task that must be performed before other steps.

#### Examples of Worksheet 04

See Figures 7 and 8 for completed examples of Worksheet 04.

Task: Building Search (20223, one armed suspect, no hostages) Developer: Sample

Step 7 through 21

Step \_\_\_\_\_ through \_\_\_\_\_

Step \_\_\_\_\_ through \_\_\_\_\_

Step \_\_\_\_\_ through \_\_\_\_\_

Step \_\_\_\_\_ before Step(s) \_\_\_\_\_

Step \_\_\_\_\_ before Step(s) \_\_\_\_\_

Step \_\_\_\_\_ before Step(s) \_\_\_\_\_

Step before Step(s)

Step \_\_\_\_\_ before Step(s) \_\_\_\_\_

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Worksheet 04: Evaluation of Sequence-Following	
Task: Mobility Passport Processing	Developer: Sample
<p>Block A Series of Steps</p> <p>Step ____ through ____</p> <p>Step ____ through ____</p> <p>Step ____ through ____</p> <p>Step ____ through ____</p> <p>Step ____ through ____</p>	
<p>Block B Single Steps</p> <p>Step <u>  7  </u> before Step(s) <u>  8  </u> _____</p> <p>Step ____ before Step(s) _____</p> <p>Step ____ before Step(s) _____</p> <p>Step ____ before Step(s) _____</p> <p>Step ____ before Step(s) _____</p>	

**Figure 8.** Example of Completed Worksheet 04:  
Mobility Passport Processing.

## Block A Series of Steps

### Explanation

In Block A you should enter any series of steps that must be performed entirely in order. (A series of steps is three or more steps that must be performed in order.)

### Purpose

The evaluator will use this information to decide whether the steps of the task were performed in order.

### Finding Critical Series

Sequence-following is rarely critical to evaluate for every step in the task. Many task reference sources indicate that the entire task must be performed in a prescribed sequence. However, quite often sequence-following should only be evaluated for certain series of steps in the task.

You should use the criticality questions to decide when sequence-following should be evaluated. Go through the task and ask yourself, "Will any of the following occur if certain series of steps in the task are not performed in a specified order?"

1. Injury to personnel.
2. Damage or loss to equipment or resources.
3. Performer required to redo the task or part of the task.
4. Co-worker (working with the performer on the same task) delayed in initiating or completing a task segment.

REMEMBER, SEQUENCE-FOLLOWING SHOULD ONLY BE EVALUATED WHEN IT IS CRITICAL ACCORDING TO THE CRITICALITY QUESTIONS.

### Guidelines for Entering Series of Steps

Enter the series of steps that must be performed in order in Block A of Worksheet 04.

1. If you have no entries, write N/A in Block A and go onto Block B.
2. You should enter the first step number through the last step number (e.g., 1 through 7, 10 through 12).

## Block B Single Steps

### Explanation

Block B is used when a single step must be performed before other steps later on in the task.

### Purpose

The evaluator will use this information, along with the series of steps you have already entered, to decide whether the steps of the task were performed in order.

### Finding Critical Single Steps

Once again you should use the criticality questions to decide which steps should be performed before other steps later in the task. You should go through the task and ask yourself, "Will any of the following occur if this step is not performed before other steps later in the task?"

1. Injury to personnel.
2. Damage or loss to equipment or resources.
3. Performer required to redo the task or part of the task.
4. Co-worker (working with the performer on the same task) delayed in initiating or completing a task segment.

REMEMBER THAT THE ORDER OF TASK PERFORMANCE SHOULD ONLY BE EVALUATED WHEN IT IS CRITICAL ACCORDING TO THE CRITICALITY QUESTIONS.

### Guidelines for Entering Single Steps

In Block B enter the single steps which must be performed before other steps in the task.

1. If you have no entries for Block B, enter N/A.
2. You should enter the single step number and the numbers of the steps it should be performed before, in the following format:
  - a. Step 3 before Step 9.
  - b. Step 3 before Steps 9 and 10.
  - c. Step 3 before Steps 9, 10, and 22.
  - d. Step 3 before Steps 9 through 12.

3. Be sure to include all of the steps that must be performed after the single step.

YOU HAVE COMPLETED WORKSHEET 04. YOU ARE NOW READY TO GO ON TO WORKSHEET 05.

## WORKSHEET 05: EVALUATION OF END PRODUCTS

### Overview

#### Explanation

One of the most obvious ways to evaluate a performer is to examine the task outcome or the results of task performance. The task end product is the outcome or result that the task is aimed at producing. It can usually be observed or measured when the task is complete. Evaluation of End Products is the evaluation of the outcome or result of task performance.

#### Purpose

The information from Worksheet 05 describes for the evaluator:

1. Which end products or parts of end products should be evaluated.
2. How these end products should be evaluated.
3. When in the task the end products should be evaluated.

The evaluator uses this information to decide whether the outcome of task performance is acceptable.

#### Completing Worksheet 05

The following information will be entered on Worksheet 05:

1. Column A - List of end products and/or components of end products.
2. Column B - Criteria for evaluating end products.
3. Column C - Steps associated with the generation of end products.

#### Examples of Worksheet 05

Completed examples of Worksheet 05 can be found in Figures 9 and 10.

Worksheet 05: Evaluation of End Product			
Task: Building Search	Column A End Products	Column B Criteria	Developer: Sample
Entry room		Searched and secured	15
N end of 2 floor		Searched and secured	16
N stairway		Searched and secured	17
S end of 2 floor		Searched and secured	18
S stairway		Searched and secured	19
Office		Searched and secured	20

Figure 9. Example of Completed Worksheet 05: Building Search.



Worksheet 05: Evaluation of End Product			
Task: Mobility Passport Processing		Developer: Sample	
Column A End Products	Column B Criteria	Column C Step	
DSP 11	Complete	1	
	Signed	8	
Form 1056	Complete	2	
	Suspended for 75 days	11	
Pictures	Signed on reverse side	5	
Photo	Affixed in space provided	6	
✓ Individual	Sworn in	7	
Package	Complete includes DSP 11, second picture, proof of citizenship,	9	
	DD Form 1056		
	Sent to appropriate department	10	

Figure 10. Example of Completed Worksheet 05: Mobility Passport Processing.

## Column A End Products

### Explanation

The end products or parts of end products of task performance will be listed in Column A of Worksheet 05. Instructions will be given for distinguishing between end products of task performance and end products of individual steps in the task.

### Purpose

The list of end products in Column A tells the evaluator which end products should be evaluated. During task performance, the evaluator will look for the generation of those end products.

### Finding Task End Products

End products of task performance can be generated in several different ways, depending on the task of interest. The most common ways that end products are generated are as follows:

1. One end product can be generated at the end of task performance. For instance, the main end product of the Writing a Simple DESIRE task is the output.
2. An end product can have several different parts or components. These parts or components may be generated at different steps in the task. For instance, the end product of the handcuffing task is that the suspect is cuffed. However, different aspects of correct handcuffing (e.g., placement of the suspect's palms and location of the keyholes) are completed at different steps.
3. A task can have several different end products. In addition, some of these end products may have several parts or components. The end products and their parts or components may be generated at different steps in the task. For instance, the overall outcome of tasks involving the completion of a package or folder is the package or folder. However, different parts of the package or folder are completed at different steps in the task. Each separate part would be considered an end product. Another example of a task which has many end products is a building search task. During a building search, end products are generated as each room is search and cleared.
4. Whether a suspense was met can also be considered an end product.

You should use the information you already have about the task to find the task end products. Some information you may find useful is described below.

Task Objective. Ask yourself, "What is the purpose of this task; what is the task aimed at producing or accomplishing?" The answer to this question may be a task end product.

Task Title. The title of the task may provide information about the end product of task performance. The outcome or end product of task performance may be referred to in the task title.

Step Descriptions. The words in the individual step descriptions may indicate that a task end product is generated at that step. Look for words like check, search, ensure, or inspect. These words often indicate the generation of task end products.

Safety Procedures. Task end products can be generated when certain steps or events in the task are performed for later safety. (Task end products are usually not generated when a step or event is performed solely for safety during task performance. This type of safety procedure will be included on Worksheet 06.) Examine the steps of the task that are performed for safety following task performance. These safety events may result in the generation of important task end products.

Task Outcome. The outcome of task performance, which can be observed after the task is completed, is often the main task end product.

Now you should think about the end products of the task.

#### Qualifying as Task End Products

In order to qualify as task end products, the end products must meet several qualifications.

First of all, the end products must be observable and measurable by the evaluator. The evaluator must be able to see the end product at some time during task performance or when the task is complete.

In addition, end products must be task end products and not simply products of the step at which they were generated. Avoid confusing the end product of the task with the product of individual steps in the task. There are times when a task end product is generated at almost every step in the task. This is particularly true for tasks involving inspection, searching, or step-by-step completion of a complex form or folder. However, there are tasks which have only one end product, which is usually generated toward the end of the task.

You must decide whether the end products you are considering are task end products or simply products of the step at which they occur. Only end products of the task should be evaluated.

One way to distinguish between step and task end products is to ask yourself: "WILL THE STATUS AND/OR FEATURES OF THE END PRODUCT GENERATED AT THIS STEP REMAIN THE SAME AT THE END OF THE TASK?" If your answer is "yes," then the product you are considering is probably a task end product.

Based on these qualifications, you should decide which end products or parts of end products should be evaluated.

#### Guidelines for Entering End Products

Enter the end products or parts of end products in Column A of Worksheet 05. Almost every task should have at least one end product.

#### Column B Criteria

##### Explanation

In Column B you will describe how the end products should be evaluated. Every end product must meet certain criteria in order to be acceptable. For each end product, you will describe those criteria.

##### Purpose

The evaluator will use the listed criteria to tell the difference between an acceptable and a unacceptable end product. In order to conduct fair and accurate evaluations, it is important that all evaluators evaluate the end products according to the same criteria.

##### Finding Criteria

The evaluator will need to know criteria for evaluation. When the end product must meet certain criteria, you should describe those criteria.

For each end product listed ask yourself, "Will any of the following occur if this end product does not meet certain criteria?"

1. Injury to personnel.
2. Damage to equipment or resources.

3. Performer required to redo the task or part of the task.
4. Co-worker (working with the performer on the same task) delayed in initiating or completing a task segment.

Some types of criteria you may want to consider are as follows:

1. Function. One way to evaluate an end product is to see if it works (functions). For example, if the task is to assemble a component, one way to tell if it is properly assembled is to see if it works.
2. Dimensions. Some end products have physical dimensions that are important (e.g., circumference, length, width, height, volume, weight). For example, if an end product is to have a certain width, then width may be an important feature to measure.
3. Other physical criteria. Physical criteria include color, texture, consistency, smoothness, etc. For example, if an end product is to have a certain color, then color may be a worthwhile measure to consider.
4. Accuracy and precision. If the task is firing a weapon at a target, then it might be important to measure the accuracy and precision of the performer by examining the target. Accuracy is also important to evaluate when transmittal of information (written or verbal) is the desired result.
5. Status. Some end products must be in a specific state or condition to be acceptable. For example, it might be important for certain switches to be in the on or off position, or if the task is to evacuate a building, then individuals should not remain in the building.
6. Location. To be acceptable, end products frequently must be in specific locations. For example, in order to secure an area, it may be necessary to place a roadblock or cordon in a specific area.
7. Orientation. Some end products must be oriented in a certain fashion (in a certain relationship with other components). For example, correctly applied handcuffs will have the keyholes facing upwards.

When the outcome of task performance involves the completion of forms or letters, you may want to describe several of the following types of criteria:

1. Completeness. The forms that should be included in a folder or package, the types of information that should be included on a form, the blocks or lines that should be included on a form.

2. Accuracy. It might be critical to specify the maximum number of errors allowed.

3. Format. The margins, columns, and rows that must be adhered to.

4. Typographical. The maximum number of typos allowed.

5. Location. The location to which forms, folders, rosters, etc. should be sent.

6. Appearance. Whether strikeouts or erasures are allowed.

7. Suspenses. There are times when it is critical to meet existing suspenses.

When the outcome of task performance includes more than one letter or form, separate criteria should be described for each form or letter.

REMEMBER, ONLY CRITERIA WHICH ARE CRITICAL ACCORDING TO THE CRITICALITY QUESTIONS SHOULD BE EVALUATED.

### Describing Criteria

You should describe at least one type of criteria for each end product or part listed in Column A. When describing criteria for:

1. Parts of end products, describe one or more types of criteria for each part or component as applicable.

2. One end product, describe one or more types of criteria for the end product. If you have only one end product, it will probably be necessary to describe several types of criteria (e.g., location, dimension, function).

3. Multiple end products, describe one or more types of criteria for each end product as applicable.

When more than one type of criteria will be described for a particular end product (e.g., location, dimension), these criteria should be listed in separate lines of the worksheet. This will make it easier when you assign point values to each type of criteria later on in the TEF development procedures.

### Guidelines for Entering Criteria

The criteria should be entered in Column B, next to the applicable end product.

1. Be sure to include criteria for each end product or part.
2. Your descriptions should be written in terms the evaluator can easily understand.
3. Be specific.
4. List different types of criteria for the same end product on separate lines of the worksheet.

REMEMBER, THE EVALUATOR WILL USE THESE DESCRIPTIONS TO DISTINGUISH BETWEEN AN ACCEPTABLE AND AN UNACCEPTABLE END PRODUCT.

Some examples of end products with criteria (from various tasks) are shown below:

#### Application of Ratchet-Type Handcuffs

✓ Left Cuff	Applied with single bar on ratchet arm on bottom.
✓ Right Cuff	Applied with single bar on ratchet arm on bottom.
Cuffs	Doublelocked with keyholes facing upward.
	Does not restrict blood flow.

#### Writing a Simple DESIRE

DINS	Correct DINS identified.
Categories	Correct categories selected.
Output (RIP)	Shows correct data.
	Data formatted according to specs.

#### Processing Request for Manning Assistance

Request	Figures accurate.
	No more than five typos.

Processing Request for Manning Assistance (Continued)

Figures in correct columns and order.

Sent to appropriate command.

Copy Sent back to unit.

Preparing Request for Designated Location Move of Dependents to Foreign Country of Origin

Request Appropriate letter selected.

NCOIC letter Complete.

Appropriate letter selected.

No typos or errors.

Package Complete includes NCOIC, letters, Form 1466, PSC orders, Request.

Sent to appropriate command.

Member Statement Complete.

Signed.

AFMPC Letter Complete.

No typos or errors.

Appropriate letter selected.

Package Complete includes AFMPC letter, Form 1466, PCS order, member statement, copy of approval request.

Sent to HQ AFMPC.

PCS Orders Amended.

Note that for some end products, more than one type of criteria have been specified.

## Column C Steps

### Explanation

Most end products are associated with a particular step in the task. There are times when task end products are actually generated prior to the end of the task. When this occurs, you should determine which step is associated with each end product. In addition, certain end products cannot be easily observed and evaluated when the task is complete. You will identify those end products for the evaluator.

### Purpose

This information will tell the evaluator when to watch for the generation of end products.

### Finding Steps

Think about the end products you have listed. Decide which step is associated with each end product.

You should also decide which end products cannot be evaluated when the task is complete. Some examples of end products that must be evaluated during task performance are indicated by checks (✓) in the previous examples.

### Guidelines for Entering Steps

Enter the step associated with each end product in Column C.

Enter a check (✓) in Column A next to those end products which must be evaluated during task performance.

YOUR ARE NOW READY TO GO ON TO WORKSHEET 06.

## WORKSHEET 06: EVALUATION OF SAFETY PROCEDURES AND REGULATIONS

### Overview

#### Explanation

Often certain procedures and regulations are followed in order to protect property and people during task performance. Following these safety procedures and regulations can be an important part of task performance. When certain safety procedures or regulations are not followed, damage to property or injury to personnel in the surrounding areas could occur. One of the indications of successful task performance may be whether or not the performer followed safety procedures and regulations during task performance.

Safety procedures and regulations are not often involved in Personnel or Administrative tasks. However, in the Security Police/Law Enforcement career fields, safety procedures and regulations are an important part of almost every task.

#### Purpose

The information on Worksheet 06 will describe for the evaluator:

1. The safety procedures and regulations that should be evaluated.
2. When to evaluate following safety procedures and regulations.

The evaluator uses this information to decide whether the appropriate safety procedures and regulations were followed.

#### Completing Worksheet 06

To complete Worksheet 06, you will enter:

1. Column A Safety Procedures and Regulations.
2. Column B Steps.

#### Examples of Worksheet 06

Examples of completed Worksheet 06 are shown in Figures 11 and 12.

Worksheet 06: Evaluation of Safety Procedures and Regulations		
Task: Building Search (20223, one armed suspect, no hostages)	Developer: Sample	
	Column A Safety Procedures and Regulations	Column B Steps
Use movement techniques		7-10 16-21
Observe noise discipline		7-21
Observe light discipline		7-21
Rapid check for suspect activity		7,12,14
Move with low profile		11
Use search techniques		15-21

Figure 11. Example of Completed Worksheet 06: Building Search.



## Column A Safety Procedures and Regulations

### Explanation

In Column A you should enter a description of the safety procedures and regulations that should be evaluated.

### Purpose

This information describes for the evaluator the performer actions that reflect the following of safety procedures and regulations. The evaluator will use this description to decide whether the safety procedures and regulations were correctly performed.

### Finding Safety Procedures and Regulations

1. Any actions that are performed to protect property or individuals will probably qualify as safety procedures or regulations. Consider those actions that are performed for the protection of:

- a. The performer.
- b. Other team members.
- c. Individuals in the surrounding area.
- d. Suspects.
- e. Property.

2. Some procedures and regulations can be found by examining the step descriptions. Words like monitor, cover, or search often indicate a safety procedure that is performed for safety during task performance.

3. In addition to safety procedures and regulations that are specific to the task under consideration, there are often general safety procedures and regulations which must be followed.

### Which Safety Procedures and Regulations Should be Evaluated

You should use the criticality questions listed below to help you decide which safety procedures and regulations should be evaluated. Go through the task and ask yourself, "Will any of the following occur if specified procedures and regulations are not followed?"

1. Injury to personnel.
2. Damage to equipment or resources.

3. Performer required to redo the task or part of the task.
4. Co-worker (working with the performer on the same task) delayed in initiating or completing a task segment.

REMEMBER, SAFETY SHOULD ONLY BE EVALUATED WHEN IT IS CRITICAL ACCORDING TO THE CRITICALITY QUESTIONS,

AND

YOU SHOULD ONLY INCLUDE SAFETY PROCEDURES AND REGULATIONS THAT ARE PERFORMED FOR SAFETY DURING TASK PERFORMANCE.

#### Guidelines for Entering Safety Procedures and Regulations

Enter the safety procedures and regulations in Column A of Worksheet 06.

1. If you have no entries, enter N/A in Column A, and go on to Worksheet 07.
2. You should describe the safety procedures and regulations in terms the evaluator will understand. Common, well-known procedures and regulations can be referred to by name only.
3. When you are describing a safety procedure that is not common or is specific to the task under consideration, you should describe performer actions or outcomes that the evaluator can see.

REMEMBER, THE EVALUATOR WILL USE YOUR DESCRIPTIONS TO DECIDE WHETHER THE SAFETY PROCEDURES OR REGULATIONS WERE PERFORMED CORRECTLY.

Acceptable entries should resemble the following examples:

#### General Safety Procedures and Regulations\*

Observe noise discipline.  
Observe light discipline.  
Use proper lift procedures.  
Observe vehicle safety.  
Observe weapon discipline.

\*Try to describe specific safety procedures and regulations, whenever possible.

### Specific Safety Procedures and Regulations From Several Tasks

Avoid being silhouetted by lights.  
Take advantage of covered position.  
Cover assigned field of fire.  
Enter in a low or side profile; hug walls.  
Move in low profile.  
Move parallel to building lines in the shortest distance possible.  
Leave car door open.  
Restrict radio use.  
Avoid exposure in window.  
Close cuff immediately.  
Ensure that cuffs are locked.

### Column B Steps

#### Explanation

In Column B you should list the steps when safety procedures or regulations should be evaluated. Steps should be listed for each entry in Column A.

#### Purpose

The list of steps tells the evaluator when to evaluate the safety procedures and regulations.

#### Finding Steps

Safety procedures and regulations can be evaluated for:

1. A step in the task.
2. Several different steps in the task.
3. A series of steps in the task.
4. The whole task.

Once again, you may want to refer to the criticality questions to help you decide when to evaluate each safety procedure and regulation. Remember, for each safety procedure or regulation listed in Column A, you should go through the steps and ask yourself, "Will any of the following occur if this safety procedure or regulation is not followed at this step?"

1. Injury to personnel.
2. Damage to equipment or resources.
3. Performer required to redo the task or part of the task.
4. Co-worker (working with the performer on the same task) delayed in initiating or completing a task segment.

Guidelines for Entering Steps

The steps should be listed in Column B of Worksheet 06.

Be sure to include all of the steps where each safety procedure and regulation should be evaluated.

YOU ARE NOW READY TO GO ON TO WORKSHEET 07.

## WORKSHEET 07: EVALUATION OF TOOLS, EQUIPMENT, AND MATERIALS USE

### Overview

#### Explanation

Most tasks are performed with the aid of tools, equipment, and materials. There are times when successful task performance could be prevented if misuse of tools, equipment, or materials occurs. On Worksheet 07 you will enter information about how the tools, equipment, and materials should be used during task performance. Tools, equipment, or materials includes any resources used to complete the task. For example, in the Administrative or Personnel career fields, regulations and information used to make decisions would be considered tools, equipment, or materials.

#### Purpose

The information on Worksheet 07 tells the evaluator:

1. Which tools, equipment, and materials have uses that should be evaluated.
2. The specific size or type of tools, equipment, and materials that should be used.
3. The correct use of the tools, equipment, and materials.
4. When in the task the use of each item of tools, equipment, or material should be evaluated.

The evaluator uses the information to decide whether the items were used correctly.

#### Completing Worksheet 07

In order to complete Worksheet 07, you will enter the following information:

1. Column A Tools, Equipment, and Materials
2. Column B Size or Type
3. Column C Correct Use
4. Column D Steps Associated With Use

#### Examples of Worksheet 07

See Figures 13 and 14 for completed examples of Worksheet 07.

[illegible]

Figure 13. Example of Completed Worksheet 07:  
Building Search.



## Column A Tools, Equipment, and Materials

### Explanation

Several different items of tools, equipment, and materials are normally used to complete a task. In Column A, you will enter those items which have uses that should be evaluated.

### Purpose

This list will tell the evaluator which tools, equipment, and materials should be evaluated. It is important that all evaluators evaluate the use of the same items.

### Finding Critical Tools, Equipment, and Materials

A list of example tools, equipment, and materials is shown below. This list is not complete, but it should give you an idea of the kinds of items to consider.

#### Personnel/Administrative Tools, Equipment, and Materials

Charts  
Tables  
Rosters  
Computer data  
Rips  
Manuals  
Computer products  
Worksheets  
Regulations  
Typewriters  
Terminals  
Video projectors  
Telephone

#### Security Police/Law Enforcement Tools, Equipment, and Materials

Handcuffs/keys  
Weapons (.38, M-16)  
Flashlights  
Radios  
Whistles  
Vehicles  
Rosters  
Cones  
Ropes  
Traffic wands

Think about the tools, equipment, and materials required to complete the task.

#### Which Tools, Equipment, and Materials Should be Evaluated

You should decide which tools, equipment, and materials should be evaluated by applying the criticality questions. For each item used in the task, ask yourself, "Will any of the following result if misuse of these tools, equipment, or material occurs?"

1. Injury to personnel.
2. Damage or loss to equipment or resources.
3. Performer required to redo the task or part of the task.
4. Co-worker (working with the performer on the same task) delayed in initiating or completing a task segment.

Keep in mind that misuse of tools, equipment, and materials includes the following:

1. Using the tools, equipment, or materials in an incorrect manner.
2. Using the wrong tool, equipment, or material.

REMEMBER, THE USE OF TOOLS, EQUIPMENT, AND MATERIALS SHOULD ONLY BE EVALUATED WHEN IT IS CRITICAL ACCORDING TO THE CRITICALITY QUESTIONS.

#### Guidelines for Entering Tools, Equipment, and Materials

The tools, equipment, and materials should be listed in Column A of Worksheet 07.

If you have no entries for tools, equipment, and materials, go on to Worksheet 08.

#### Column B Size/Type

##### Explanation

There are times when only specific sizes or types of tools, equipment, or materials should be used. When this occurs, the appropriate size or type of each tool, equipment item, or material will be entered in Column B of Worksheet 07. When regulations and

number information are used, they will be referred to by name and/or number.

### Purpose

The information in this column provides the evaluator with a specific description of the tools, equipment, or materials to be used. The evaluator can check the size or type entered in Column B against the size or type of item the performer actually uses. By doing this, the evaluator can decide whether or not the performer is using the correct tools, equipment, or materials.

### Guidelines for Entering Size/Type

Enter the size or type in Column B of Worksheet 07.

1. It may not be necessary to enter a size or type for every item listed in Column A. It is OK to enter "standard" when size/type is not important. For every entry in Column A, complete Column B as follows:

a. Enter the description of the size or type

or

b. Enter "Standard."

2. Be sure to make the entry in the same row as the tool, equipment item, or material to which the entry refers.

Some examples of tools, equipment, and materials and their size/type are:

#### Personnel

<u>Tools, Equipment, and Materials</u>	<u>Size/Type</u>
Manning Management Roster	Standard
Terminal	Remote
Table	3-10
Table	3-9
Regulation	30-4

#### Security Police/Law Enforcement

<u>Tools, Equipment, and Materials</u>	<u>Size/Type</u>
Flashlight	Standard
M-16	Portable
Radio	Portable
Handcuffs	Ratchet

## Column C Correct Use

### Explanation

In Column C you will describe exactly how the tools, equipment, and materials should be used. When describing the use of regulations or other information, indicate the decision that is to be based on that information.

### Purpose

The information in Column C describes for the evaluator exactly what performer actions represent acceptable use of tools, equipment, and materials. The evaluator uses this information to decide whether the performer used the tools, equipment, or materials in the correct manner.

### Guidelines for Entering Correct Use

The correct use should be entered in Column C.

1. Describe a correct use for every item listed in Column A.
2. Describe how the items are used; when information resources are used, describe the decision which is based on the information.
3. Be specific.
4. Describe observable performer actions.
5. When a particular item is used for more than one purpose, be sure to make separate entries for each different use.

REMEMBER THE EVALUATOR WILL USE YOUR DESCRIPTIONS TO DECIDE WHETHER THE ITEMS WERE USED CORRECTLY.

Some examples of acceptable descriptions of correct use are shown below:

### Personnel

<u>Tools, Equipment, and Materials</u>	<u>Size/Type</u>	<u>Correct Use</u>
Manning Management Roster	Standard	Make decision about shortage
Terminal	Remote	Enter update

Table	3-10	Determine weapons qualification
Table	3-9	Determine clothing requirements
Regulation	30-4	Swear in individual

#### Security Police/Law Enforcement

<u>Tools, Equipment, and Materials</u>	<u>Size/Type</u>	<u>Correct Use</u>
Flashlight	Standard	Hold out and away from body
M-16	Standard	Port arms
Radio	Portable	Notify Desk Sergeant of progress
Handcuffs	Ratchet	Maintain tension on linking chain

#### Column D Step

#### Explanation

You have already listed the tools, equipment, and materials, the appropriate size or type, and the correct use. In Column D you will list the steps when these items should be evaluated.

#### Purpose

This list tells the evaluator exactly when in the task that the use of tools, equipment, and materials should be evaluated.

#### Finding Critical Steps

The use of tools, equipment, and materials can be evaluated for:

1. A step in the task.
2. Several steps in the task.
3. A sequence of steps in the task.
4. The whole task.

Once again, you may want to apply the criticality questions to help you decide when the tools, equipment, and material uses you have listed should be evaluated.

For each item listed in Column A, you should go through the task and ask yourself, "Will any of the following result if misuse of this item occurs at this step?"

1. Injury to personnel.
2. Damage or loss to equipment or resources.
3. Performer required to redo the task or part of the task.
4. Co-worker (working with the performer on the same task) delayed in initiating or completing a task segment.

REMEMBER, THE TOOLS, EQUIPMENT, AND MATERIALS USE SHOULD ONLY BE EVALUATED WHEN IT IS CRITICAL ACCORDING TO THE CRITICALITY QUESTIONS.

#### Guidelines for Entering Steps

The steps should be entered in Column D.

1. Be sure to enter the steps in the correct row of the worksheet. For example, when a particular item has different uses, be sure to enter the steps in the row next to the appropriate use.
2. Enter all of the steps that should be evaluated for each item.

YOU ARE NOW READY TO GO ON TO WORKSHEET 08.

## WORKSHEET 08: EVALUATION SCENARIO

### Overview

#### Explanation

Worksheet 08 is used to describe how the task should be presented to the performer for evaluation purposes. When Worksheet 08 is completed, an evaluation scenario results.

#### Purpose

The evaluator will use the information from Worksheet 08 to set up the task for the evaluation. The instructions for setting up the evaluation scenario are provided for the evaluator to ensure that different evaluators set up the task in the same way. In order to conduct fair evaluations, it is important that each performer is presented with the same evaluation scenario and that different evaluators use the same scenario to evaluate the same task.

#### Completing Worksheet 08

In order to complete the worksheet, you will describe:

1. Line A Best Evaluation Method.
2. Block B Preventative Environmental Conditions.
3. Block C Presentation of Operational Equipment.
4. Block D Help Permitted.
5. Block E Presentation of Performer Tools, Equipment, and Materials.
6. Block F Evaluator Equipment.
7. Block G Evaluator Time Estimates.
8. Block H Number of Evaluators.

#### Examples of Worksheet 08

Examples of completed Worksheet 08 are shown in Figures 15 and 16.



Worksheet 08: Evaluation Scenario		Developer: Sample
Task: Mobility Passport Processing		
Line A Evaluation Method: Actual Job Environment	Block E Presentation of Performer Tools, Equipment, and Materials	
Block B Preventative Environmental Conditions N/A	Tools, Equipment, and Materials Regulation 30-4	Presentation Performer selects
Block C Task Presentation Member brings in completed Form 1056, DSP 11, and acceptable proof of citizenship Photos available Evaluate when Mobility Passport Processing is performed		
	Block F Evaluator Equipment	
	Regulation 30-4 Clipboard Pencil	
Block D Help Permitted Performer can refer to regulations at any time	Block G Evaluator Time Estimates	
	Time to set up N/A Time to evaluate 20 minutes Time to reset N/A	
	Block H Number of Evaluators 1	

Figure 16. Example of Completed Worksheet 08: Mobility Passport Processing.

## Block A Evaluation Method

### Explanation

Now that you have decided what should be evaluated during task performance, you can select a method of evaluation. Three evaluation methods were discussed earlier in this handbook. You reviewed these three methods to determine if any of the three could be used to evaluate the task under consideration. Now you will select the best method.

### Purpose

Block A tells the evaluator which evaluation method should be used to evaluate the task.

### Selecting the Best Method

The three evaluation methods are as follows:

1. Method 1. Use Actual Job Environment. In this method, task performance is evaluated as the task is actually performed in the job environment.

2. Method 2. Use "Rigged" Task Scenario. In this method, task performance is evaluated by a task scenario that has been "rigged" to create the desired situation.

3. Method 3. Use Trainer or Simulator. In this method, task performance is evaluated on a trainer or simulator.

To select an evaluation method, ask yourself the following questions:

#### Questions on Method 1

1. Is the task under consideration performed frequently in the job environment?

NO - Go to Method 2.

YES - Go to the next question.

2. Will the evaluation of task performance interfere with successful completion of the task?

NO - Method 1 will probably be appropriate. Think about the critical aspects of the task to be sure they can be evaluated during actual task performance.

YES - Go to Method 2.

#### Questions on Method 2

1. Is it possible to "rig" the situation to present the desired task?

NO - Go to Method 3.

YES - Go to the next question.

2. Is it possible to "rig" the situation without creating a hazardous situation?

NO - Go to Method 3.

YES - Method 2 will probably be appropriate. Think about the critical aspects of task performance to be sure they can be evaluated using a "rigged" task scenario.

#### Questions on Method 3

1. Is a trainer or simulator available?

NO - Method 1 or Method 2 must be used. Reconsider the questions above.

YES - Go to the next question.

2. Can the task be presented on the trainer or simulator?

NO - Method 1 or Method 2 must be used. Reconsider the questions above.

YES - Method 3 will probably be appropriate. Think about the critical aspects of task performance to be sure they can be evaluated using the trainer or simulator.

### Guidelines for Entering Evaluation Method

Based on the questions above, you have selected an evaluation method. Record your choice in Line A of Worksheet 08. Enter one of the following:

1. Actual Job Environment.
2. Rigged Task Scenario.
3. Trainer (and name of trainer).

### Block B Preventative Environmental Conditions

#### Explanation

In Block B you will enter the preventative environmental conditions. Preventative environmental conditions are conditions under which the task should not be performed or evaluated. These include conditions under which it would be unfair, impractical, hazardous, or impossible to conduct the evaluation.

#### Purpose

The evaluator will use this information to select an appropriate and fair time to conduct the evaluation.

#### Finding Preventative Environmental Conditions

The most common way environmental conditions prevent task performance or evaluation is by creating a hazardous situation. Another way environmental conditions prevent task performance is by making the task extremely difficult to perform and thus unfair to evaluate. The evaluation must be conducted when no preventative conditions exist. You should select those conditions which would prevent the task from being performed or evaluated.

Think about the following list of general environmental conditions. For each general environmental condition, ask yourself, "Are there any specific conditions under which the evaluation should not be performed?"

1. Light
2. Location
3. Weather
4. Noise
5. Temperature

### Guidelines for Entering Preventative Environmental Conditions

Enter the specific preventative environmental conditions in Block B of Worksheet 08. If there are no preventative environmental conditions, write N/A in Block B.

Some entries you may want to consider are shown below:

1. Light: Inadequate light.
2. Location: Icy surface.  
Unlevel surface.  
Outdoors.
3. Weather: Rain.  
Snow.  
Lightning within 3 miles.  
High winds.
4. Noise: Noise beyond correction.  
Noise requiring ear defenders.
5. Temperature: Above 90°F.  
Below 32°F.  
Chill factor too low.

### Block C Task Presentation

#### Explanation

This is the most important part of the evaluation scenario. In Block C you should describe how the task should be presented to the performer. Even if you did not describe a task scenario in the beginning of the TEF development, you will need to tell the evaluator how to set up the task for the evaluation.

#### Purpose

The evaluator will follow your description to prepare the task for the evaluation. It is important that all evaluators set up the task in the same manner so that performers can be evaluated in the same way.

### Guidelines for Entering Task Presentation

You should be very specific and describe exactly what must be done to prepare the task for the evaluation.

You can use the questions below to help you describe how to prepare the task. You do not have to respond to every question, but you should provide all the information the evaluator will need to prepare the task.

REMEMBER, THE EVALUATOR WILL FOLLOW YOUR DESCRIPTION TO SET UP THE TASK. IN ORDER TO CONDUCT FAIR EVALUATIONS, IT IS IMPORTANT THAT ALL EVALUATORS SET UP THE TASK IN THE SAME MANNER.

Question 1. Did you select Evaluation Method 1: Actual Job Environment?

If your answer is "no," then you should go on to Question 2.

If your answer is "yes," then it is necessary to tell the evaluator to wait until the task is actually performed. For example:

1. Evaluate when actual Guardmount is performed.
2. Evaluate when actual Mobility Passport Processing is performed.
3. Evaluate when actual Retraining Application Processing is performed.

In Block C you should enter the words: "evaluate when," the task title, and the words "is performed."

Question 2. What general conditions should exist when the task is performed? For instance,

1. Status of communications, computer, or other equipment?
2. Other individuals necessary for task performance?
3. Security situation?

Some examples of entries are:

1. Computer up.
2. Flight present.
3. Customer present.

4. Normal security situation.

5. NCOIC available.

Enter the conditions in Block C.

Question 3. What should be pre-performed or set up for the performer before the start of the evaluation? For instance,

1. Forms initiated or received.

2. Specific actions or events initiated or completed.

Some examples of entries are:

1. Forms 1056 and DSP11 completed by customer

2. Cordon already established

3. Request received.

Enter the details in Block C.

Question 4. Are there any other specific details the evaluator will need to set up the task for the evaluation? (This question is particularly important when Evaluation Method 2, Rigged Task Scenario is used). For instance,

1. Anything else which must be available.

2. Any other preparations for setting up the task.

3. Instructions for ensuring that all evaluators set up the task in the same manner.

Some examples of entries are:

1. Acceptable proof of citizenship available.

2. Photos available.

3. Building 20223 available for use; arrangements coordinated with appropriate BASE personnel.

Enter the details in Block C.

### Checking Entries

Review all of the entries in Block C. Ask yourself:

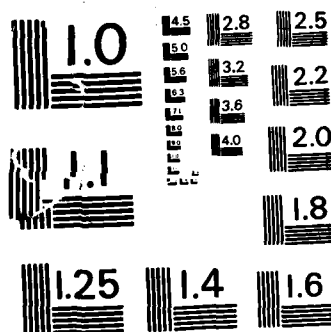
TASK EVALUATION FORM: DEVELOPMENT PROCEDURES FOR  
NON-EQUIPMENT-ORIENTED TASKS(U) APPLIED SCIENCE  
ASSOCIATES INC VALENCIA PA R WARM ET AL. MAY 86

NON-EQUIPMENT-ORIENTED TASKS(U) APPLIED SCIENCE  
ASSOCIATES INC VALENCIA PR R WARM ET AL. MAY 86

AFHRL-TP-85-56 F33615-82-C-0004

F/G 5/9

NL



MICROCOPY RESOLUTION TEST CHART  
NATIONAL BUREAU OF STANDARDS-1963-A

1. Have I provided all the details the evaluator will need to set up the evaluation?

2. Are any of the instructions too vague or unclear? Will the evaluator be able to use these instructions to set up the task?

Add to or change your entries as necessary.

### Block D Help Permitted

#### Explanation

There are times when the performer is allowed assistance during task performance. In Block D, you will describe when and what type of help is permitted during the performance of the task.

#### Purpose

The information in Block D tells the evaluator when and what type of assistance the performer is allowed. In order to conduct fair evaluations, it is important that all performers receive the same type and amount of help.

#### Guidelines for Entering Help Permitted

Describe when help is allowed and what type of help is allowed in Block D.

1. Enter the parts of the task which require more than one person.

2. Enter the parts of the task where the performer is allowed to request assistance.

REMEMBER, THE EVALUATOR WILL USE YOUR DESCRIPTION TO DECIDE WHEN AND WHAT TYPE OF ASSISTANCE IS PERMITTED.

Some examples of help permitted are shown below:

1. Other members of the team will perform their duties.
2. Performer can request assistance at Steps 7 at 10.
3. Performer can request responses from ground observer.

1. The performer must select,

or

2. Preselected for the performer.

For example, when tools are required, the tools can be presented in the tool box or the correct tools can be preselected and presented to the performer.

For each item you should enter the appropriate presentation description in Block E of Worksheet 08.

For equipment you should enter:

1. Set up for the performer,

or

2. Performer must set up.

For tools and materials you should enter:

1. Preselected for performer,

or

2. Performer must select.

### Block F Evaluator Equipment

#### Explanation

The evaluator may need some tools, equipment, or protective clothing in order to conduct the evaluation. These items will be listed in Block F of Worksheet 08.

#### Purpose

The information in Block F tells the evaluator what tools, equipment, or protective clothing are needed to conduct the evaluation.

#### Determining Evaluator Equipment

You can determine the items the evaluator will need by reviewing the worksheets already completed.

If time is evaluated, the evaluator will need a stopwatch.

The evaluator may need tools to evaluate the end products listed on Worksheet 05. Carefully examine the list of end products. For each end product ask yourself, Does the evaluator need any tools to measure or evaluate the end product?

The evaluator may also need protective clothing, which can usually be determined by looking at the protective clothing the performer needs. (These items should be listed on Worksheet 06.) In most cases, if the performer needs ear plugs, gloves, or special clothing, the evaluator will also need them. You should review the protective clothing requirements for the performer and decide which ones the evaluator will need.

#### Guidelines for Entering Evaluator Equipment

Enter the evaluator equipment in Block F. Some entries you may want to consider are listed below:

Stopwatch	Masks
Gages	Leather gloves
Tape measure	Apron
Ear defenders	Checklists
Regulations	OJT manuals

#### Block G Evaluator Time Estimates

##### Explanation

In Block G, three time estimates are provided:

1. Time to set up the evaluation.
2. Time to complete the evaluation.
3. Time to re-set up the evaluation.

##### Purpose

This information gives the evaluator a rough estimate of how much time to set aside for the evaluation, including setting up the evaluation and the actual task performance.

#### Guidelines for Entering Evaluator Time Estimates

Simply enter a rough time estimate on each line in Block G.

## Line H Number of Evaluators

### Explanation

Some tasks may be too complex to be accurately and completely evaluated by one person. When this happens, it is necessary to have more than one evaluator.

### Purpose

This number tells when more than one evaluator is necessary.

### Guidelines for Entering Number of Evaluators

Enter the necessary number of evaluators on Line H.

YOU ARE NOW READY TO TRANSFER THE INFORMATION FROM WORKSHEETS 01 THROUGH 08 ONTO THE TASK EVALUATION FORM.

## CONSTRUCT THE TASK EVALUATION FORM

### Explanation

At this point, you will transfer the information you have already recorded on Worksheets 01 to 08 onto the TEF. The TEF has two parts: the Evaluation Information page and the Task Evaluation Form pages. The information from Worksheets 02 and 08 will be entered on the Evaluator Information page. The information from Worksheet 01 and Worksheets 03 through 07 will be entered on the pages titled Task Evaluation Form.

It will be easier to complete Worksheet 09 after the information from the other worksheets has been entered on the TEF. Thus, you should construct the TEF before you go on to Worksheet 09 (Scoring Criteria).

In this section, detailed instructions are provided for entering information on the Evaluator Information page and the Task Evaluation Form pages.

### Getting Started

The first thing you should do is collect the worksheets. They should be in the order in which they were developed.

This is a good time to review the information you have entered on the worksheets. Keep in mind that the evaluator will use this information to evaluate task performance. As you review the worksheets, ask yourself:

Is the information complete - has every event in the task which should be evaluated been included?

Is the information easy to understand - can the evaluator use the information to decide whether or not the task has been performed correctly?

Edit the worksheets as necessary.

You are now ready to enter the information from the worksheets onto the TEF.

Examples of completed TEFs are contained in Appendix A.

Blank TEFs can be found in Appendix C. Since only 10 steps can be included on each TEF page, it will be necessary to copy some extra pages if your task has more than 10 steps. You will probably want to make some extra copies of both pages (the Evaluator Information page and Task Evaluation page).

Before you begin transferring the information from the worksheets, you should:

1. Enter the date of development and the developer (your name or agency) on the Evaluator Information page in the spaces provided.

2. Enter the task title (includes the task scenario) and date of development on each TEF page in the spaces provided.

You are now ready to begin with Worksheet 01.

### Worksheet 01

The information from Worksheet 01 will be entered in Column 1 of the page entitled Task Evaluation Form.

Enter the step number from Column A of the worksheet in the box inside of Column 1 of the TEF.

Enter the step description from Column B of the worksheet in the large area outside the small box in Column 1 of the TEF.

The information should be entered on the TEF as follows:

1. Description	
1	The number is entered in the box, the step description is entered here.
2	Repeat this process until all of the step numbers and descriptions have been entered.

### Worksheet 02

The information from Worksheet 02 will be entered in Blocks A and B of the page titled Evaluator Information page.

Be sure to enter the information in the appropriate line on the Evaluator Information page.

The information should be entered as follows:

<u>Worksheet 02</u>		<u>Evaluator Information Page</u>
Line A	→	Block A
Line B	→	Block A
Line C	→	Block A
Line D	→	Block A
Line E	→	Block A
Line F	→	Block B

### Worksheet 03

The information from Worksheet 03 will be entered in Columns 2 and 3 of the TEF.

The steps of the task are already listed in Column 1 of the TEF. Find the rows of the TEF which correspond to the steps listed in Column A of the worksheet.

The starting point from Column B of the worksheet should be entered in Column 2 of the TEF. The starting point should be entered in the row of the TEF that corresponds to the step at which the evaluator should start measuring time.

The stopping point from Column C of the worksheet should be entered in Column 2 of the TEF. The stopping point should be entered in the row of the TEF that corresponds to the step at which the evaluator should stop measuring time.

The standard from Column D of the worksheet should be entered in Column 3 of the TEF. The standard should be entered in the same row where the stopping point was entered.

Next you should draw an arrow (↓) in Column 2 of the TEF. The arrow should begin in the row corresponding to the step where you entered the starting point. The arrow should end in the row corresponding to the step where you entered the stopping point.

The information from Worksheet 03 should be entered as follows:

2. Start/Stop Measuring		3. Standard
The starting point is entered here across from the appropriate step..		
The stopping point is entered here across from the appropriate step.		The time allowed is entered here.

#### Worksheet 04

The information from Worksheet 04 will be entered in Column 4 of the TEF.

In Block A of the worksheet, you entered the series of steps which should be evaluated. Find the row of the TEF which corresponds to the first step of the series. Enter the statement from Block A of the worksheet in the row of the TEF that corresponds to the first step of the series.

Next, draw an arrow in Column 4 of the TEF from the first step in the series to the last step in the series.

Repeat this process for each series.

In Block B of the worksheet, you entered single steps which should be performed before other steps. Find the row of the TEF which corresponds to the first step. Enter the statement from Block B of the worksheet in the row of the TEF that corresponds to the first step.

Repeat this process for each single step.

The information from Worksheet 04 should be entered on the TEF as follows:

4. Sequences	
Step 2 through 5.	
Step 7 before Steps 9, 11, and 15.	

#### Worksheet 05

The information from Worksheet 05 will be entered in Column 5 of the TEF.

For each end product, find the row of the TEF that corresponds to the step listed in Column C of the worksheet.

Enter the end product from Column A and the criteria from Column B in the row of the TEF that corresponds to the step listed in Column C.

If an end product is preceded by a check (✓), be sure to enter the check on the TEF.

When more than one type of criteria are listed for an end product, enter a slash mark (/) after each criterion type. You do not have to re-enter the end product for each criterion type.

The information from Worksheet 05 should be entered on the TEF as follows:

5. End-Product Criteria
End product criterion type 1/ criterion type 2/ criterion type 3/
✓ End Product with one criterion type and check mark.
Column 5 completed in correct row/ criteria separated by slashes/

NOTE:

Criteria types are separated by slash marks, but an end product does not have to be re-entered for each criterion type.

Worksheet 06

The information from Worksheet 06 will be entered in Column 6 of the TEF.

For each safety procedure or regulation, find the row of the TEF which corresponds to the steps listed in Column B of the worksheet. Enter the descriptions of the safety procedures and regulations in the row of the TEF which corresponds to the step listed on the worksheet.

When a particular safety procedure or regulation applies to more than one step, repeat the entry for every applicable step.

When there is more than one entry for a step, enter a slash (/) after each entry.

The information from Worksheet 06 should be entered on the TEF as follows:

6. Procedures and Regulations
The safety procedure or regulation is entered in the correct row.
The safety procedure or regulation is entered in the correct row/When more than one safety procedure or regulation is entered for a step, <del>each entry is followed by a slash/</del>
The safety procedure or regulation is entered in the correct row/The safety procedure or regulation is entered at every applicable step/

NOTE:

When there is more than one safety procedure or regulation for a step, each entry is followed by a slash mark.

Worksheet 07

The information from Worksheet 07 will be entered in Column 7 of the TEF.

For each item, find the row of the TEF which corresponds to the step listed in Column D of the worksheet. Enter the information from Columns A, B, and C of the worksheet in the row of the TEF that corresponds to the step listed on the worksheet.

When a particular item is used at more than one step, repeat the entry for every applicable step.

When there is more than one entry for a step, enter a slash mark (/) after each entry.

The information from Worksheet 07 should be entered on the TEF as follows:

7. Item, Size or Type, Use
The item, size or type, and use are entered in the correct row.
The item, size or type, and use are entered at every applicable step.
Item 1, size or type, use/ Item 2, size or type, use/ Item 3, size or type, use/

NOTE:

When there is more than one item for a step, each entry is followed by a slash mark.

Worksheet 08

The information from Worksheet 08 will be entered on the page titled Evaluator Information.

Be sure to enter the information from Worksheet 08 onto the appropriate block of the Evaluator Information page.

The information from Worksheet 08 should be entered on the TEF as follows:

Worksheet 08

Evaluator Information Page

Line A	→	Block C
Block B	→	Block D
Block C	→	Block E
Block D	→	Block H
Block E	→	Block F
Block F	→	Block G
Block G	→	Block I
Block H	→	Block J

You have finished entering all the information from Worksheets 01 through 08 onto the TEF.

Number the pages of the TEF in the spaces provided.

## Automatic Failure

### Explanation

There is one more thing you should do to complete the construction of the TEF. You have already entered the parts of the task that should be evaluated for each evaluation area. Now you will identify those entries that could involve the most serious consequences if not correctly performed. Often there are a few entries on the TEF that if not performed correctly, would result in automatic failure and possibly termination of the evaluation. This includes those entries that, if not performed correctly, result in failure of the evaluation -- even if all of the other entries are correctly performed.

### Purpose

The entries that could result in automatic failure and possibly termination of the evaluation will be marked on the TEF for the evaluator. During the evaluation, if one of these entries is not correctly performed, the evaluator will automatically fail the performer and possibly terminate the evaluation.

### Finding Automatic Failures

You should review all of the entries in each evaluation area. Ask yourself:

1. Will successful completion of the task be prevented even if everything else is performed correctly?
2. Will such damage to equipment result that the evaluation would be terminated?
3. Will such a risk of injury result that the evaluation would be terminated?

Some tasks will not have entries that lead to automatic failure. The most common automatic failures are extreme safety hazards or important end product criteria.

REMEMBER, ONLY THOSE ENTRIES THAT COULD RESULT IN AUTOMATIC FAILURE--EVEN WHEN EVERY OTHER ENTRY ON THE TEF IS PERFORMED CORRECTLY--SHOULD BE CONSIDERED HERE.

### Guidelines for Entering Automatic Failures

The entries that could lead to automatic failure should be marked with an asterisk (\*) on the TEF.

The instructions below describe exactly where asterisks should be placed in each evaluation area.

Time/Speed. Place the asterisk, if appropriate, before the standard in Column 3.

Sequence-Following. Rarely will every step in a sequence qualify as automatic failure. There are times when several steps in a long sequence will qualify. These steps should be identified with an asterisk in Column 4 in the upper left-hand corner.

End Product. Place the asterisk, if appropriate, before the criteria which qualify. Do not place the asterisk before the end product.

Safety. Place the asterisk, if appropriate, before the procedure or regulation which qualifies. When a procedure or regulation could result in automatic failure at more than one step, place an asterisk before each entry which qualifies.

Tools, Equipment, and Materials Use. Place the asterisk, if appropriate, before the tools, equipment, or material which qualify. When an item could result in automatic failure at more than one step, place an asterisk before each entry which qualifies.

REMEMBER, ASTERISKED ENTRIES WILL RESULT IN AUTOMATIC FAILURE, EVEN IF EVERY OTHER EVENT ON THE TEF IS CORRECTLY PERFORMED.

Enter the asterisks to the left of the TEF entries that could result in automatic failure.

### Examples of Automatic Failure

For examples of automatic failure, see the completed TEFs in Appendix A.

YOU ARE NOW READY TO GO ON TO WORKSHEET 09.

## WORKSHEET 09: SCORING CRITERIA

### Overview

#### Explanation

Worksheet 09 is used to assign points to each non-asterisked entry on the TEF. The number of points assigned to each entry in an evaluation area is determined by three factors as follows:

1. The number of points assigned to the evaluation area.
2. The number of total entries in the evaluation area.
3. The number of asterisked entries in the evaluation area.

A formula for calculating the points per non-asterisked entry is included on Worksheet 09. Completing the formula involves the following steps:

1. The evaluation areas are ranked in order of their importance in the task.
2. The points assigned to each evaluation area are based on the assigned ranks.
3. The number of asterisked entries and the number of total entries per evaluation area are counted.
4. The points per evaluation area are divided among the entries in the evaluation area. Twice as many points are assigned to asterisked entries.
5. The formula results in the number of points per non-asterisked entries.

#### Purpose

The number of points per non-asterisked entry is transferred to the Evaluator Information page. This tells the evaluator the number of points that should be subtracted for each non-asterisked entry which is not successfully completed. It is important that the number of points subtracted is standardized; i.e., each evaluator subtracts the same number of points for the same error.

The points per asterisked entry are not entered on the Evaluation Information page. When an asterisked entry is not successfully completed, automatic failure results. A score of "0" is assigned when an automatic failure occurs.

#### Completing Worksheet 09

In order to complete Worksheet 09 and derive the number of points per non-asterisked entries, you will:

1. Rank order the evaluation areas.
2. Count the total entries in each evaluation area.
3. Count the asterisked entries in each evaluation area.
4. Find the number of points per evaluation area by using Appendix D.
5. Calculate the points per non-asterisked entry by using the formula on Worksheet 09.

Instructions are provided for completing each box of Worksheet 09.

#### Examples of Worksheet 09

Examples of Worksheet 09 are shown in Figures 17 and 18.

Worksheet 09: Scoring Criteria					
Building Search (20223, Task: <u>one armed suspect, no hostages</u> )			Developer: <u>Sample</u>		
Time/Speed Rank <span style="border: 1px solid black; padding: 0 5px;">1/A</span>	All Entries <span style="border: 1px solid black; padding: 0 5px;">--</span> Points For Time/Speed From Appendix D	+ Asterisked Entries <span style="border: 1px solid black; padding: 0 5px;">--</span> ÷ Total B + C	= Enter Total in Block E	= Points Per Non-Asterisked Entry <span style="border: 1px solid black; padding: 0 5px;">--</span>	F
Sequence-Following Rank <span style="border: 1px solid black; padding: 0 5px;">2</span>	All Entries <span style="border: 1px solid black; padding: 0 5px;">15</span> Points For Sequence-Following From Appendix D	+ Asterisked Entries <span style="border: 1px solid black; padding: 0 5px;">6</span> ÷ Total B + C	= Enter Total in Block E	= Points Per Non-Asterisked Entry <span style="border: 1px solid black; padding: 0 5px;">1.3</span>	F
End-Product Rank <span style="border: 1px solid black; padding: 0 5px;">3</span>	All Entries <span style="border: 1px solid black; padding: 0 5px;">7</span> Points For End-Product From Appendix D	+ Asterisked Entries <span style="border: 1px solid black; padding: 0 5px;">7</span> ÷ Total B + C	= Enter Total in Block E	= Points Per Non-Asterisked Entry <span style="border: 1px solid black; padding: 0 5px;">1/A</span> *	F
Safety Rank <span style="border: 1px solid black; padding: 0 5px;">2</span>	All Entries <span style="border: 1px solid black; padding: 0 5px;">52</span> Points For Safety From Appendix D	+ Asterisked Entries <span style="border: 1px solid black; padding: 0 5px;">18</span> ÷ Total B + C	= Enter Total in Block E	= Points Per Non-Asterisked Entry <span style="border: 1px solid black; padding: 0 5px;">3.6</span>	F
TEM Use Rank <span style="border: 1px solid black; padding: 0 5px;">1</span>	All Entries <span style="border: 1px solid black; padding: 0 5px;">48</span> Points For TEM Use From Appendix D	+ Asterisked Entries <span style="border: 1px solid black; padding: 0 5px;">0</span> ÷ Total B + C	= Enter Total in Block E	= Points Per Non-Asterisked Entry <span style="border: 1px solid black; padding: 0 5px;">27</span>	F

\*There are no non-asterisked entries.

Figure 17. Example of Completed Worksheet 09: Building Search.

Worksheet 09: Scoring Criteria					
Task: <u>Mobility Passport Processing</u>				Developer: <u>Sample</u>	
Time/Speed					
Rank <u>N/A</u> A	All Entries <u>--</u> B	+	Asterisked Entries <u>--</u> C	=	Enter Total in Block E
	Points For Time/Speed From Appendix D <u>--</u> D	÷	Total B + C <u>--</u> E	=	Points Per Non-Asterisked Entry <u>--</u> F
Sequence-Following					
Rank <u>1</u> A	All Entries <u>1</u> B	+	Asterisked Entries <u>0</u> C	=	Enter Total in Block E
	Points For Sequence-Following From Appendix D <u>17</u> D	÷	Total B + C <u>1</u> E	=	Points Per Non-Asterisked Entry <u>17</u> F
End-Product					
Rank <u>3</u> A	All Entries <u>10</u> B	+	Asterisked Entries <u>6</u> C	=	Enter Total in Block E
	Points For End-Product From Appendix D <u>50</u> D	÷	Total B + C <u>16</u> E	=	Points Per Non-Asterisked Entry <u>3.1</u> F
Safety					
Rank <u>N/A</u> A	All Entries <u>--</u> B	+	Asterisked Entries <u>--</u> C	=	Enter Total in Block E
	Points For Safety From Appendix D <u>--</u> D	÷	Total B + C <u>--</u> E	=	Points Per Non-Asterisked Entry <u>--</u> F
TEM Use					
Rank <u>2</u> A	All Entries <u>2</u> B	+	Asterisked Entries <u>1</u> C	=	Enter Total in Block E
	Points For TEM Use From Appendix D <u>33</u> D	÷	Total B + C <u>3</u> E	=	Points Per Non-Asterisked Entry <u>11</u> F

Figure 18. Example of Completed Worksheet 09:  
Mobility Passport Processing.

## Block A Rank

### Explanation

Often, one or more of the evaluation areas are more important to task performance than others. At this point, you will rank the evaluation areas in order of their importance to successful task performance.

### Purpose

One hundred points are assigned to the whole task. This total number of points is divided among the five evaluation areas. Evaluation areas that you rank higher than others will receive more points, and evaluation areas that are ranked the least important will be worth fewer points.

Appendix D contains a chart for assigning points to each evaluation area based on the combination of ranks you assign to the task.

### Assigning Ranks

The evaluation areas are ranked from the least important (1) to the most important (the highest rank). You can assign any combination of ranks you think is appropriate. Two or more evaluation areas can have the same rank if they are equal in importance.

You should follow the guidelines below:

1. Assign the least important evaluation area(s) the rank of 1.
2. Assign the most important evaluation area(s) the highest rank.
3. Do not skip numbers.
4. Do not assign a rank when a evaluation area has no entries.

### Guidelines for Entering Ranks

Enter the rank for each evaluation area in Block A of Worksheet 09.

Enter N/A in Block A if there are no entries for an evaluation area.

Some examples of combinations of ranks are:

<u>Evaluation Areas</u>	<u>Ranks</u>			
Time/Speed	N/A	5	1	1
Sequence-Following	3	2	2	N/A
End Product	2	1	3	1
Safety	3	3	2	2
TEM Use	1	4	2	2

#### Block B All Entries

##### Explanation

The number of entries in each evaluation area of the TEF is the first number needed to complete the formula on Worksheet 09. The total number of entries should include both asterisked and non-asterisked entries.

##### Counting Entries

Guidelines for counting the entries in each evaluation area are provided below:

1. Time/Speed - Each separate segment where time is evaluated is considered one entry.

2. Sequence-Following - If series are included on the TEF, each step in a series is considered one entry. For example, if a TEF included the entry Steps 2 through 10, nine entries would be counted. If single steps are included on the TEF, each last step is considered one entry. For example, if a TEF included Step 3 before Steps 9, 10, and 11, three entries would be counted.

3. End Product - Each type of criteria listed is considered one entry. For example, if two end products were included on the TEF with the first having one type of criteria and the second have three types of criteria, four entries would be counted.

4. Safety - Each procedure or regulation included on the TEF counts as one entry. When a procedure or regulation is repeated for more than one step, it is counted as an entry every time it appears.

5. TEM Use - Each tool, equipment item, or material with its specific use, counts as one entry. When an item is repeated for more than one step, it is counted as an entry every time it appears.

#### Guidelines for Entering All Entries

Enter the number of entries for each evaluation area in Block B of Worksheet 09.

#### Block C Asterisked Entries

##### Explanation

The next number you need to complete the formula on Worksheet 09 is the number of asterisked entries in each evaluation area.

#### Guidelines for Entering Asterisked Entries

Simply enter the number of asterisked entries for each evaluation area in Block C of Worksheet 09.

#### Block D Points Per Evaluation Area

##### Explanation

A number of points will be assigned to each evaluation area based on the ranks you already entered in Block A. These points will be divided among the entries in each evaluation area to come up with the number of points per non-asterisked entries.

##### Assigning Points

You should use the chart in Appendix D to convert the ranks into points per evaluation area. Simply follow the flowchart until you have found the point value for each rank you assigned.

#### Guidelines for Entering Points Per Evaluation Area

Enter the points for each evaluation area in Block D of Worksheet 09.

### Block E Total B + C

#### Explanation

Now you have all the numbers necessary to complete the formula on Worksheet 09. First you should add Block B (All Entries) and Block C (Asterisked Entries). Repeat this for each evaluation area.

#### Guidelines for Entering Total B + C

Enter the totals for Blocks B + C in Block E of Worksheet 09 for each evaluation area.

### Block F Points Per Non-Asterisked Entries

#### Explanation

You are now ready to find the points per non-asterisked entry. For each evaluation area, simply divide Block D (Points for evaluation area) by Block E (Total B + C).

#### Guidelines for Entering Points Per Non-Asterisked Entry

Enter the results of dividing Block D by Block E in Block F.

YOU ARE NOW READY TO COMPLETE THE EVALUATOR INFORMATION PAGE.

## COMPLETING THE EVALUATOR INFORMATION PAGE

### Block K Scoring Criteria

#### Explanation

The last step in TEF development is to transfer the information from Blocks D and F of Worksheet 09 onto the Evaluator Information page. The information will be transferred to Block K, Scoring Criteria of the Evaluation Information page.

#### Purpose

When the points per non-asterisked events are included on the Evaluator Information page, the evaluator can use this information to score the evaluation.

#### Transferring the Scoring Criteria

Enter the points per each evaluation area from Block D of Worksheet 09 in the column labeled "Total Points Possible" in Block K of the Evaluator Information page.

Enter the number of points from Block F of Worksheet 09 in the column labeled "Points" in Block K of the Evaluator Information page.

When an evaluation area has no entries, enter N/A in each column on the Evaluator Information page.

# Examples of Block K, Scoring Criteria

## LOX Servicing B-52H

EVALUATION AREA	TOTAL POINTS POSSIBLE	NUMBER ASTERISKED ERRORS	NUMBER NON-ASTERISKED ERRORS	POINTS	POINTS SUBTRACTED
Time/Speed	9			X 9 =	
Sequence-Following	27			X .75 =	
End Product	18			X 4.5 =	
Safety	36			X .47 =	
Tools, Equipment, and Materials Use	9			X 1.3 =	

## Preflight KC-135A

EVALUATION AREA	TOTAL POINTS POSSIBLE	NUMBER ASTERISKED ERRORS	NUMBER NON-ASTERISKED ERRORS	POINTS	POINTS SUBTRACTED
Time/Speed	N/A	N/A	N/A	X N/A =	N/A
Sequence-Following	10			X 1 =	
End Product	40			X 1 =	
Safety	30			X 6 =	
Tools, Equipment, and Materials Use	20			X 4 =	

YOU HAVE NOW COMPLETED THE DEVELOPMENT OF THE TASK EVALUATION FORM.

## REFERENCES

Warm, R., & Roth, J. T. (1986, May). Task evaluation form: Development procedures for maintenance and equipment-oriented tasks (AFHRL-TP-85-55). Lowry AFB, CO: Training Systems Division, Air Force Human Resources Laboratory.

APPENDIX A  
EXAMPLE COMPLETED EVALUATION FORMS

Examples of completed Forms for two tasks, Building Search and Mobility Passport Processing, are included in this Appendix. You will notice that there are two different types of pages. The first page of each example is titled Evaluator Information. The remaining pages of each example are titled Task Evaluation Form.

The Evaluation Information page is used by the evaluator to set up the evaluation and to score observed performance after the evaluation is complete. The Task Evaluation Form pages are used during task performance to guide the evaluator's observations and to record errors. Specific information about the two forms is provided below.

#### Evaluator Information Page

Blocks A through J provide information to the evaluator about the task to be evaluated and how the task should be presented to the performer for evaluation purposes.

Block K includes a scoring chart which the evaluator completes after the task performance.

#### Task Evaluation Form Pages

Column 1 lists the steps of the task which will be performed for the evaluation.

Columns 2 through 7 describe what should be evaluated at each step of the task. The evaluator uses this information as standards of task performance. The evaluator circles the corresponding entries on the form when errors occur.

## EVALUATOR INFORMATION

## A. TASK DESCRIPTION

DATE OF DEVELOPMENT: 6/85

DEVELOPER: Sample

AFSC/DUTY POSITION: Security Police, lead member search team

TASK TITLE: Building Search (20223, no hostages, one armed suspect)

TASK BEGINNING: As performer begins observation of building.

TASK END: When 1 floor has been searched and secured.

STEPS OR EVENTS NOT INCLUDED IN THE EVALUATION: Steps 1 through 6.

<b>B. TASK INFORMATION SOURCES</b>  <table border="1"> <thead> <tr> <th>TITLE</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>Education Subject-Block Index D-10</td> <td>1 May 1981</td> </tr> </tbody> </table>	TITLE	DATE	Education Subject-Block Index D-10	1 May 1981	<b>C. EVALUATION METHOD</b> Rigged Task Scenario  <b>D. PREVENTATIVE ENVIRONMENTAL CONDITIONS</b> N/A				
TITLE	DATE								
Education Subject-Block Index D-10	1 May 1981								
<b>E. TASK PRESENTATION</b>  Additional members of search team available.  Building available for use, arrangements coordinated with appropriate BASE personnel.	<b>F. PRESENTATION OF PERFORMER TOOLS, EQUIPMENT, AND MATERIAL</b>  <table border="1"> <thead> <tr> <th>TOOLS, EQUIPMENT, MATERIAL</th> <th>PRESENTATION</th> </tr> </thead> <tbody> <tr> <td>Flashlight</td> <td>Preselected</td> </tr> <tr> <td>M-16</td> <td>Preselected</td> </tr> <tr> <td>Radio</td> <td>Preselected</td> </tr> </tbody> </table>  <b>G. EVALUATOR TOOLS, EQUIPMENT, AND MATERIAL</b>  Clipboard Pencil	TOOLS, EQUIPMENT, MATERIAL	PRESENTATION	Flashlight	Preselected	M-16	Preselected	Radio	Preselected
TOOLS, EQUIPMENT, MATERIAL	PRESENTATION								
Flashlight	Preselected								
M-16	Preselected								
Radio	Preselected								
<b>H. HELP PERMITTED</b>  Other members of team will remain at stairways when directed.	<b>I. EVALUATOR TIME ESTIMATES</b> Time to Set-Up: <u>30 minutes</u> Time to Evaluate: <u>30 minutes</u> Time to Reset: <u>N/A</u>  <b>J. NUMBER OF EVALUATORS</b> 1								

## K. SCORING CRITERIA

NOTE TO EVALUATOR:  
It is important that all evaluators score the TEF in the same way. If you have never scored a TEF or are unsure about the number of errors to enter, please see the TEF EVALUATOR INSTRUCTIONS.

EVALUATION AREA	TOTAL POINTS POSSIBLE	NUMBER ASTERISKED ERRORS <sup>1</sup>	NUMBER NON-ASTERISKED ERRORS	POINTS	POINTS SUBTRACTED
Time/Speed	N/A	N/A	N/A	x N/A	N/A
Sequence-Following	25			x 1.2	
End Product	38		N/A	x N/A	
Safety	25			x .36	
Tools, Equipment, and Materials Use	13			x .27	

Evaluator Comments:

<sup>1</sup>Circle cell with a score of zero if any asterisked errors occurred.

100 -   =    
 Total Points Subtracted      Score

Pass/Fail  
 Pass = 75-100  
 Fail = 0-74

# TASK EVALUATION FORM

Performer \_\_\_\_\_  
 AFSC \_\_\_\_\_  
 Building Search  
 Task Title (20223, one armed suspect, no hostages)  
 Date of Development 6/85

Evaluator \_\_\_\_\_  
 Date \_\_\_\_\_

Page 1 of 3

STEP	TIME/SPEED		SEQUENCE FOLLOWING	END PRODUCTS	SAFETY	TOOLS, EQUIPMENT, AND MATERIALS USE
	2. Start/Stop Measuring	3. Standard				
1. Notify all posted patrols of emergency.	Since evaluation of task performance begins at Step 7, time is not applicable to this task.		4. Sequences	5. End Product Criteria	6. Procedures and Regulations	7. Item, Size or Type, Use
2. Dispatch patrols.						
3. Designate on scene commander.						
4. Establish command post.						
5. Set-up patrols at strategic locations.						
6. Seal access roads.						
7. Observation of building.		Step 7 through 21			Use movement techniques/ Observe noise discipline/ Observe light discipline/ Rapid check for suspect activity/	Flashlight, standard, hold out and away from body/ M-16 port arms/ Radio, portable, low volume/
8. Go through Building 2022.					Use movement techniques/ Observe noise discipline/ Observe light discipline/	Flashlight, standard, hold out and away from body/ M-16 port arms/ Radio, portable, low volume/
9. Observation.					Use movement techniques/ Observe noise discipline/ Observe light discipline/	Flashlight, standard, hold out and away from body/ M-16 port arms/ Radio, portable, low volume/
10. Go across landing between buildings.					Use movement techniques/ Observe noise discipline/ Observe light discipline/	Flashlight, standard, hold out and away from body/ M-16 port arms/ Radio, portable, low volume/

Building Search  
Task Title (2023, one armed suspect, no hostages)  
Date of Development \_\_\_\_\_

JSF

2

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Performer \_\_\_\_\_  
 AFSC \_\_\_\_\_  
 Task Title Building Search  
(2023, one armed suspect, no hostages)  
 Date of Development 6/85  
 Evaluator \_\_\_\_\_  
 Date \_\_\_\_\_

Date \_\_\_\_\_

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## EVALUATOR INFORMATION

## A. TASK DESCRIPTION

DATE OF DEVELOPMENT: 6/85

DEVELOPER: Sample

AFSC/DUTY POSITION: Personnel Outbound

TASK TITLE: Mobility Passport Processing

TASK BEGINNING: When member brings completed forms to office.

TASK END: When DD Form 1056 is suspended.

STEPS OR EVENTS NOT INCLUDED IN THE EVALUATION: Member completes DSP 11 and Form 1056.

<b>B. TASK INFORMATION SOURCES</b>		<b>C. EVALUATION METHOD</b>	
<u>TITLE</u>	<u>DATE</u>	Actual Job Environment	
AFR 30-4		<b>D. PREVENTATIVE ENVIRONMENTAL CONDITIONS</b>	
		N/A	
<b>E. TASK PRESENTATION</b>		<b>F. PRESENTATION OF PERFORMER TOOLS, EQUIPMENT, AND MATERIAL</b>	
Member brings in completed Form 1056, DSP 11, and acceptable proof of citizenship.		<u>TOOLS, EQUIPMENT, MATERIAL</u> <u>PRESENTATION</u>	
Photos are available.		AFR 30-4      Performer selects	
Evaluate when Mobility Passport Processing is performed.			
		<b>G. EVALUATOR TOOLS, EQUIPMENT, AND MATERIAL</b>	
		AFR 30-4 Clipboard Pencil	
<b>H. HELP PERMITTED</b>		<b>I. EVALUATOR TIME ESTIMATES</b>	
Performer can refer to regulations at any time.		Time to Set-Up: <u>None</u>	
		Time to Evaluate: <u>20 minutes</u>	
		Time to Reset: <u>None</u>	
		<b>J. NUMBER OF EVALUATORS</b>	
		1	

## K. SCORING CRITERIA

## NOTE TO EVALUATOR:

It is important that all evaluators score the TEF in the same way. If you have never scored a TEF or are unsure about the number of errors to enter, please see the TEF EVALUATOR INSTRUCTIONS.

EVALUATION AREA	TOTAL POINTS POSSIBLE	NUMBER ASTERISKED ERRORS <sup>1</sup>	NUMBER NON-ASTERISKED ERRORS	POINTS	POINTS SUBTRACTED
Time/Speed	N/A	N/A	N/A	x N/A	N/A
Sequence-Following	17			x 17	
End Product	50			x 3.1	
Safety	N/A	N/A	N/A	x N/A	N/A
Tools, Equipment, and Materials Use	33			x 11	

Evaluator Comments:

<sup>1</sup> Circle fail with a score of zero if any asterisked errors occurred.

111

100

-

Total Points  
Subtracted

=

Score

Pass/Fail  
Pass = 75-100  
Fail = 0-74

# TASK EVALUATION FORM

Performer \_\_\_\_\_  
 AFSC \_\_\_\_\_  
 Task Title Mobility Passport Processing  
 Date of Development 6/85  
 Evaluator \_\_\_\_\_  
 Date \_\_\_\_\_

STEP	TIME/SPEED		SEQUENCE FOLLOWING	END PRODUCTS	SAFETY	TOOLS, EQUIPMENT, AND MATERIALS USE
	2. Start/Stop Measuring	3. Standard				
1. Description			4. Sequences	5. End Product Criteria	6. Procedures and Regulations	7. Item, Size or Type, Use
1 Review completed DSP 11.				*DSP 11 complete.		
2 Review completed DD Form 1056				*DD 1056 complete.		
3 Review proof of citizenship; accept or reject.				*Proof acceptable.		Regulation 30-4 determine if proof is acceptable.
4 Enter info. from ID card on DSP 11.						
5 Ensure individual signs back of pictures.				Pictures signed on reverse side.		
6 Affix one picture to the DSP 11.				Photo affixed in space provided.		
7 Swear in individual.			Step 7 before 8.	*Individual sworn in. <input checked="" type="checkbox"/>		*Regulation 30-4 swear in individual.
8 Ensure individual signs DSP 11.				DSP 11 signed.		
9 Attach DSP 11, second picture, proof of citizenship, DD Form 1056.				Package complete including DSP 11, second picture, proof of citizenship, DD Form 1056.		
10 Mail package to State department.				Package sent to appropriate department.		

Page 1 of 2



APPENDIX B  
BLANK WORKSHEETS

Worksheet 01: Task Steps	
Task:	Developer:

Column A: #

Column A: Step Number	Column B: Step Description
1	Identify the problem or goal.
2	Break the problem down into smaller, manageable tasks.
3	Prioritize the tasks based on importance and urgency.
4	Create a timeline or schedule for completing the tasks.
5	Allocate resources and assign responsibilities to team members.
6	Monitor progress and adjust the plan as needed.
7	Communicate regularly with team members and stakeholders.
8	Document the process and results for future reference.
9	Evaluate the outcome and identify areas for improvement.
10	Implement the improvements and restart the cycle.

[illegible][illegible]

Worksheet 02: Task Definition	
Task:	Developer:
Line A AFSC/Duty Position:	
Line B Task Title:	
Line C Task Beginning:	
Line D Task End:	
Block E Steps or Events not Included in the Evaluation	
Block F Task Information Sources	
<u>Title</u>	<u>Date</u>

## Worksheet 03: Evaluation of Time or Speed of Task Performance

[illegible]

Worksheet 04: Evaluation of Sequence-Following

Task:

Developer:

Block A Series of Steps

Step \_\_\_\_ through \_\_\_\_

Step \_\_\_\_ through \_\_\_\_

Step \_\_\_\_ through \_\_\_\_

Step \_\_\_\_ through \_\_\_\_

Step \_\_\_\_ through \_\_\_\_

Block B Single Steps

Step \_\_\_\_ before Step(s) \_\_\_\_\_

Step \_\_\_\_ before Step(s) \_\_\_\_\_

Step \_\_\_\_ before Step(s) \_\_\_\_\_

Step \_\_\_\_ before Step(s) \_\_\_\_\_

Step \_\_\_\_ before Step(s) \_\_\_\_\_

[illegible]

## Worksheet 06: Evaluation of Safety Procedures and Regulations

Task: \_\_\_\_\_ Developer: \_\_\_\_\_

Developer:

Column A	Safety Procedures and Regulations	Column B	Stens

### Column 8 Steps

[illegible]

## Worksheet 07: Evaluation of Tools, Equipment, and Materials Use

**Task:**

Developer:

### **Column A Tools, Equipment and Materials Use**

**Column B Size/Type**

**Column C Correct Use**

### Column D Steps

[illegible]

# Worksheet 09: Scoring Criteria

Task: \_\_\_\_\_

Developer: \_\_\_\_\_

Time/Speed

Rank  A

All Entries  B

Points For Time/Speed  
From Appendix D  D

+ Asterisked Entries  C

÷ Total B + C  E

= Enter Total in Block E

= Points Per Non-Asterisked Entry  F

Sequence-Following

Rank  A

All Entries  B

Points For  
Sequence-Following  
From Appendix D  D

+ Asterisked Entries  C

÷ Total B + C  E

= Enter Total in Block E

= Points Per Non-Asterisked Entry  F

End-Product

Rank  A

All Entries  B

Points For End-Product  
From Appendix D  D

+ Asterisked Entries  C

÷ Total B + C  E

= Enter Total in Block E

= Points Per Non-Asterisked Entry  F

Safety

Rank  A

All Entries  B

Points For Safety  
From Appendix D  D

+ Asterisked Entries  C

÷ Total B + C  E

= Enter Total in Block E

= Points Per Non-Asterisked Entry  F

TEM Use

Rank  A

All Entries  B

Points For TEM Use  
From Appendix D  D

+ Asterisked Entries  C

÷ Total B + C  E

= Enter Total in Block E

= Points Per Non-Asterisked Entry  F

APPENDIX C  
BLANK EVALUATION FORMS

### A. TASK DESCRIPTION

**DEVELOPER:**

**TASK TITLE:**

**TASK END:**

## 8 TASK INFORMATION SOURCES

DATE \_\_\_\_\_

#### **D. PREVENTATIVE ENVIRONMENTAL CONDITIONS**

**TOOLS, EQUIPMENT, MATERIAL**

## PRESENTATION

### 1. EVALUATOR TIME ESTIMATES

Time to Set-Up: \_\_\_\_\_

Time to Evaluate: \_\_\_\_\_

Time to Reset \_\_\_\_\_

### J. NUMBER OF EVALUATORS

EVALUATION AREA	TOTAL POINTS POSSIBLE	NUMBER ASTERISKED ERRORS	NUMBER NON-ASTERISKED ERRORS	POINTS	POINTS SUBTRACTED
Time/Speed			X		•
Sequence Following			X		•
End-Product			X		•
Safety			X		•
Tools, Equipment, and Materials Use			X		•

<sup>1</sup>Circles fell with a score of zero if any enterolabel errors occurred.

100

Total Points

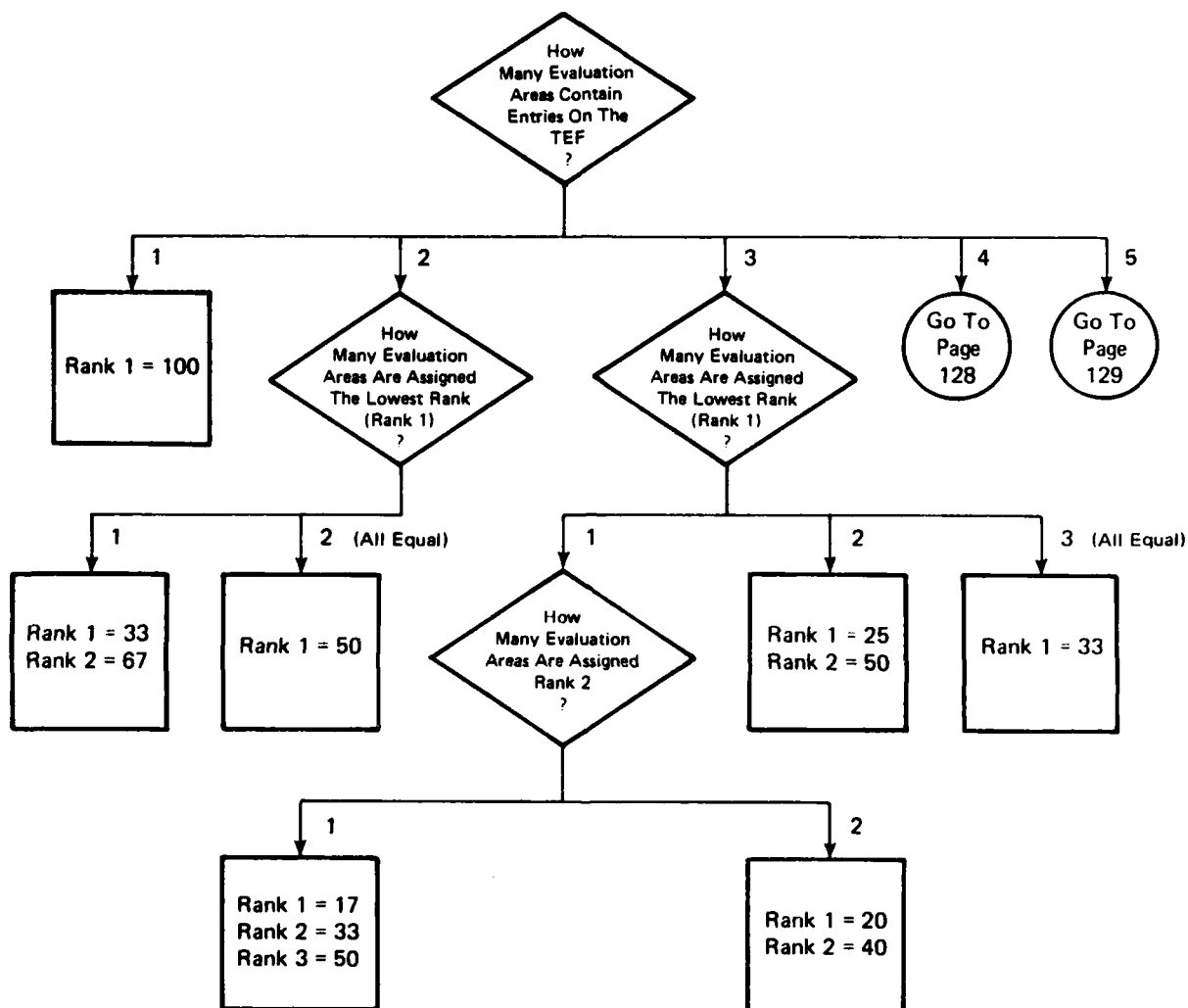
Score

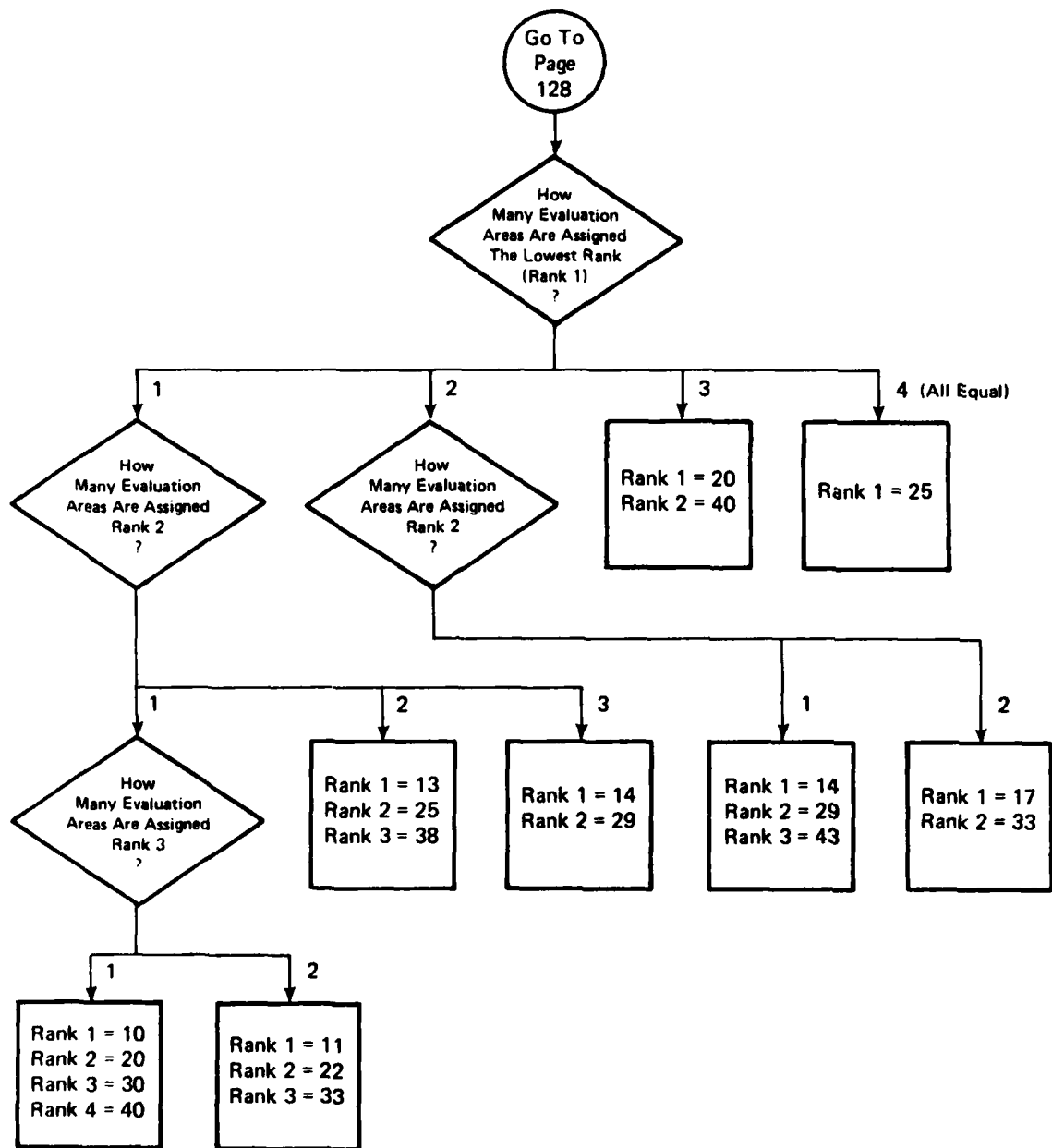
**Pass/Fail**  
**Pass = 75-100**  
**Fail = 0-74**

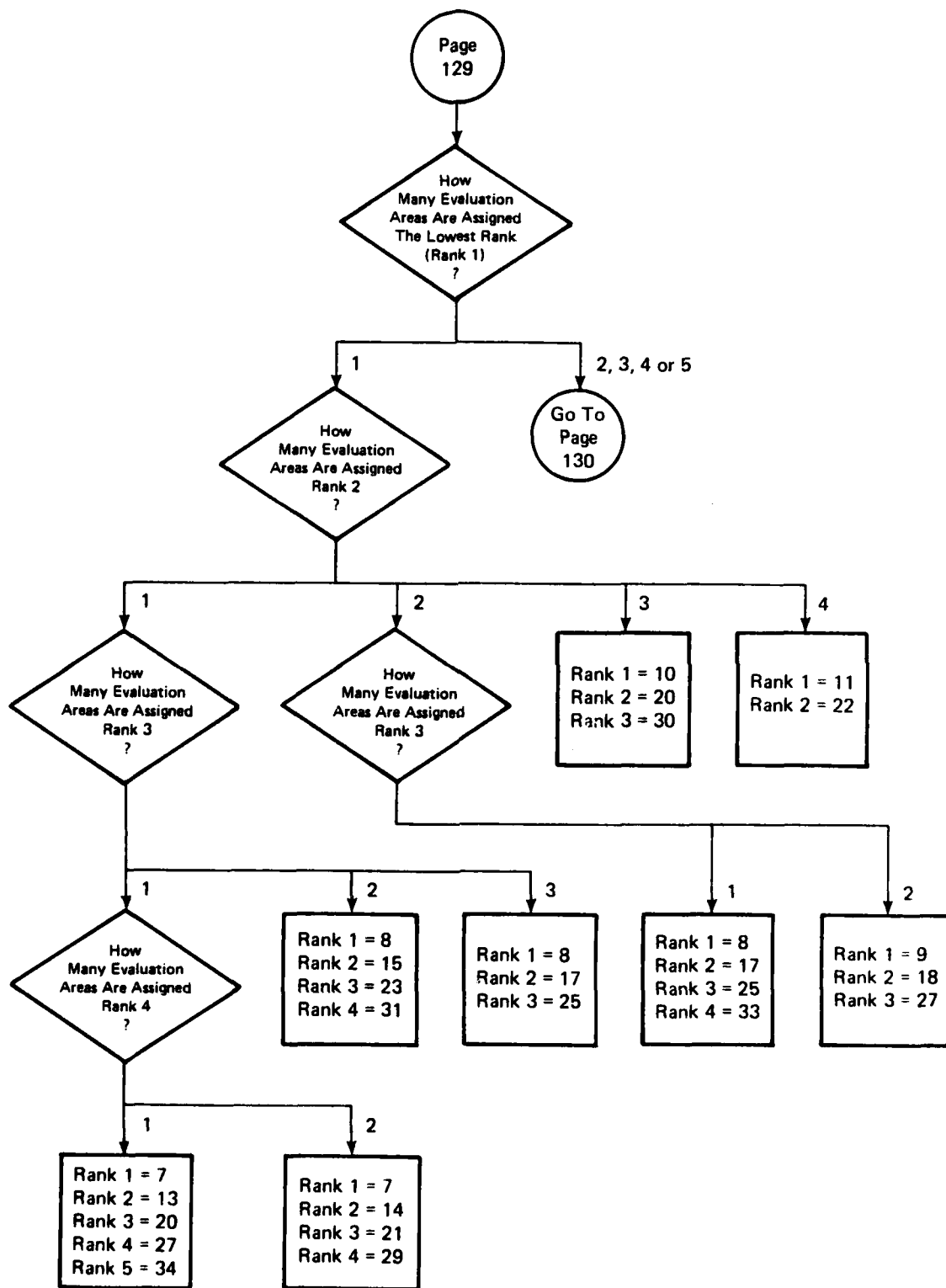
Performer \_\_\_\_\_  
 AFSC \_\_\_\_\_  
 Task Title \_\_\_\_\_  
 Date of Development \_\_\_\_\_  
 Evaluator \_\_\_\_\_  
 Date \_\_\_\_\_

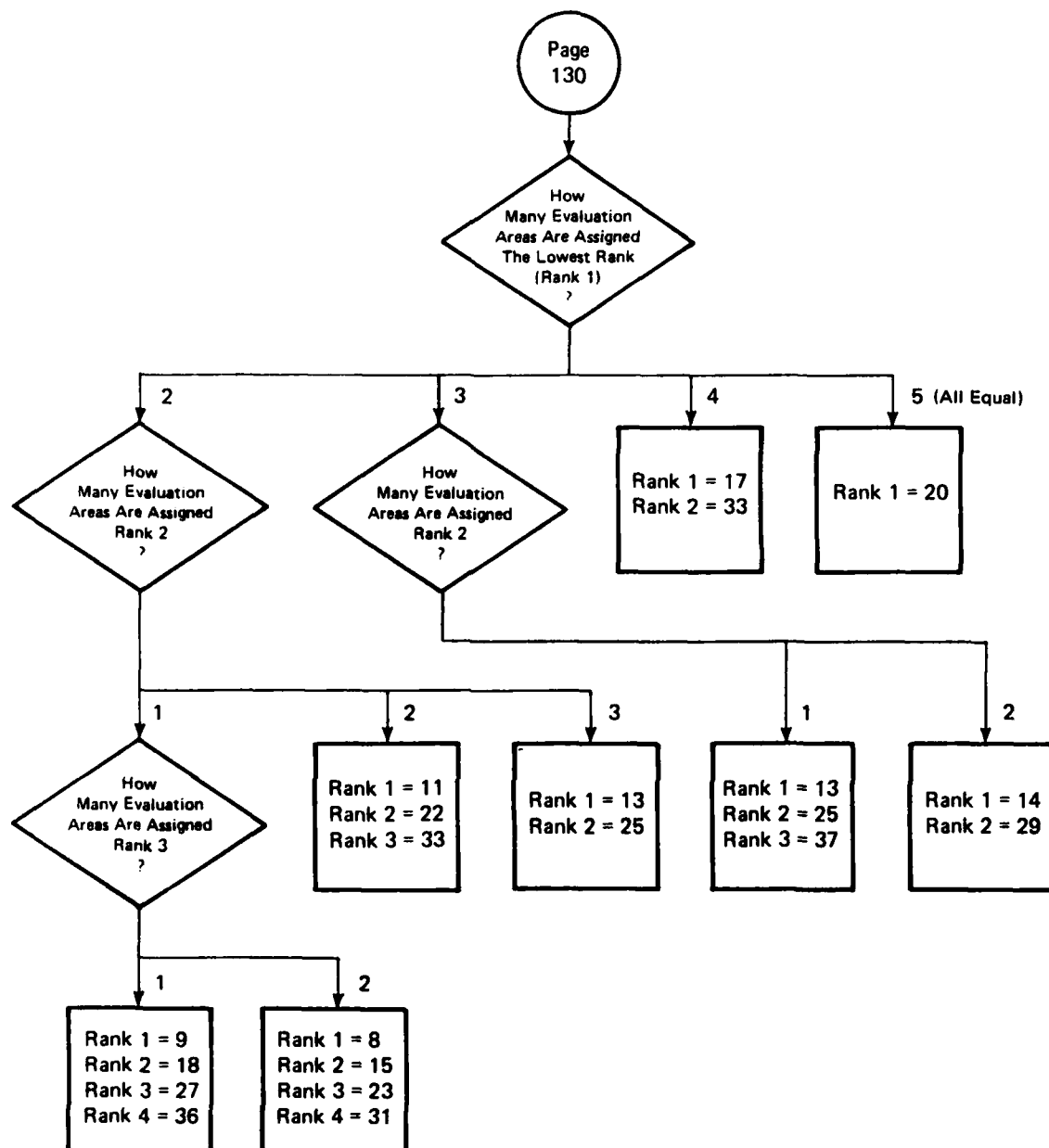
[illegible]

APPENDIX D  
CHART FOR DETERMINING POINTS PER EVALUATION AREA









END

Dtic

6-86